



**Electoral Commission  
of Namibia**

# **ANNUAL REPORT 2020/2021**







**Electoral Commission  
of Namibia**

***“Ensuring inclusive and credible  
elections amidst COVID-19”***

# **ANNUAL REPORT**

## **2020/2021**

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# PART ONE: GENERAL INFORMATION

## 1.1 ABBREVIATIONS AND ACRONYMS

<b>AG</b>	Auditor General
<b>AGC</b>	Annual General Conference
<b>CEN</b>	Commonwealth Electoral Network
<b>CEO</b>	Chief Electoral and Referenda Officer
<b>CERC</b>	Central Election Results Centre
<b>COVID-19</b>	Corona Virus Disease
<b>CSO</b>	Civil Society Organisations
<b>DDB</b>	Division Democracy Building
<b>ECF-SADC</b>	Electoral Commissions Forum of SADC countries
<b>ECN</b>	Electoral Commission of Namibia
<b>EMB</b>	Electoral Management Body
<b>EVM</b>	Electronic Voting Machine
<b>HR</b>	Human Resources
<b>IC</b>	Independent Candidate
<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>IT</b>	Information Technology
<b>LA</b>	Local Authority
<b>MoF</b>	Ministry of Finance
<b>MoHSS</b>	Ministry of Health and Social Services
<b>MURD</b>	Ministry of Urban and Rural Development
<b>O/M/As</b>	Offices, Ministries and Agencies
<b>OPM</b>	Office of the Prime Minister
<b>PLC</b>	Political Liaison Committee
<b>PR</b>	Planning and Registration
<b>PWDs</b>	People Living with Disabilities
<b>RC</b>	Regional Council
<b>SRV</b>	Supplementary Registration of voters
<b>T &amp; D</b>	Training and Development
<b>VVDs</b>	Voter Verification Devices

## 1.2 FOREWORD BY THE CHAIRPERSON

It is my honour, to present to you on behalf of the Electoral Commission of Namibia (ECN), the annual report for the 2020/2021 financial year. As we prepared for the conduct of the 2020 Regional Council and Local Authority elections, the Commission's foremost pre-occupation not only related to the logistical and operational preparations - but on how we could conduct credible elections whilst ensuring the safety of all stakeholders against the COVID-19 pandemic. The ECN thus had to carefully consider the necessary steps needed to protect both the health and safety of election officials and citizens, while safeguarding democratic rights through the conduct of elections. The mandate to conduct Regional Council and Local Authority elections emanates from the Namibian Constitution complemented by the Electoral Act. This constitutional injunction is given greater context in the Regional Councils Act (No. 22 of 1992) and the Local Authorities Act (No. 23 of 1992) respectively.

The ECN remains committed to executing its sacred obligation of strengthening our constitutional democracy and the promotion of democratic electoral and referenda processes. Through the past few years, we have seen an increase in the number of political parties and organizations registered with the ECN. The latter has been accompanied by greater participation from the populace especially young people in electoral matters and an increase in representation. These are key attributes of a democratic government expressive of the deepening of our young and maturing democracy.

The election calendar was developed during the 2019/2020 financial year to ensure timeous execution of programmes and to serve as a blueprint, outlining activities that were critical for the preparation and successful execution of various duties, obligations and responsibilities by various stakeholders. Timeous preparation is important in ensuring the delivery of free, fair and credible elections. A number of programmes and activities, however, had to be readjusted to consider the landmark judgment handed down by the Supreme Court on 05<sup>th</sup> February 2020. The COVID-19 pandemic also necessi-



tated varying degrees of restrictions and emergency measures thus affecting the implementation of some key pre-election activities.

One of the planned activities that had to be postponed indefinitely was a major conference meant to consult stakeholders specifically on the mode of voting for the 2020 Regional Council and Local Authority elections. For this reason, the Commission had to critically re-examine its programmes and provide clear directions for the conduct of the impending elections, with due considerations of the 05<sup>th</sup> February 2020 Supreme Court Judgement and the COVID-19 pandemic. This included a review of the cost implications and timeous procurement of the Voter Verification Paper Audit Trail (VVPAT). To this end, the ECN formally informed all political parties and organizations of these factors and considerations during a consultative meeting held



on Tuesday, 16<sup>th</sup> June 2020. The consensus position was that manual ballot papers be used during the 2020 Regional Council and Local Authority elections.

The Commission was cognizant of the fact that it would be conducting elections against the backdrop of a major public health crisis. The institution was also under no illusion that this would be an easy task as elections are operationally complex. This complexity was exacerbated by the COVID-19 pandemic. In order to ensure inclusiveness and the safety of the citizenry during the electoral process, the institution looked at specific safety measures that could be adopted. For this reason, the ECN developed a Risk Mitigation Strategy to mitigate the potential impact of COVID-19. The document was aimed at outlining mitigation strategies and measures, to lessen the impact of the COVID-19 pandemic during the 2020 Regional Council and Local Authority elections and all other subsequent elections.

In developing the Risk Mitigation Strategy document, the ECN considered the recommendations and best practices for the planning and implementation of electoral events from the International Foundation of Electoral Systems (IFES), the general guidance issued by the World Health Organisation (WHO) and the U.S Center for Disease Control and Prevention (CDC). Furthermore, the Commission also held consultations with Political Parties and Civil Society Organizations (CSO) to solicit input for the finalization of the draft COVID-19 Risk Mitigation Strategy document.

Additionally, the Commission also established a working relationship with the Ministry of Health and Social Services (MoHSS) in order for the Ministry to provide a public health risk assessment, in respect of all electoral processes and attendant transmission risks. The ECN COVID-19 Mitigation Strategy was well within set regulations at all material times to safeguard the electorate and mitigate risks posed by COVID-19 throughout the different phases of the elections. The COVID-19 Mitigation Strategy was launched on the 07<sup>th</sup> August 2020 at Safari Hotel, Windhoek.

In addition to the activities mentioned, the Com-

mission also facilitated and provided oversight of the following undertakings during the year under review:

**i. Consideration of applications for registration of Political Parties and Organizations**

The Electoral Act (Act 5 of 2014) provides for the Commission in terms of section 149(1) and 137(1) to approve the application of registration of new organizations and/or political parties after the Commission has satisfied itself that the prescribed requirements in terms of the relevant sections of the Act, had been adhered to. To this end, during the year under review, the Commission approved the application of nine (9) organizations and one (1) political party to be registered.

**ii. Operationalization of the independence of the Commission**

The Commission has undertaken a project to ensure the operationalization of the independence of the Commission in compliance with its mandate in terms of Article 94B of the Namibian Constitution and Section 4 of the Electoral Act (Act 4 of 2014). The project is ongoing and relevant stakeholders will be engaged at an appropriate time.

**iii. Electoral Amendment – Electoral Act of 2014, Act No. 5 of 2014**

The ECN during its debriefing sessions with stakeholders after the 2019 Presidential and National Assembly elections identified several amendments essential in respect of the Electoral Act, (Act 5 of 2014). This is to ensure the effective management of elections. The final proposed amendments will be presented to stakeholders at an appropriate time.

**iv. Accreditation of Observer Missions**

The Electoral Act (Act 5 of 2014) provides for the Commission to invite organizations, institutions and persons to observe any election or referendum. Due to the COVID-19 pandemic and restrictions on travel invitations were extended only to local observers. A total of sixteen (16) applications were approved based on the set criteria.

## Conclusion

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 the 2020/2021 financial year. All such activities and operations were informed by and undertaken with due consideration of the overall mandate, vision, mission, and values underpinning the work of the Commission.

Despite the challenges observed during the 2020 national elections, the ECN wishes to assure the Namibian nation that every effort was made to ensure that the law was followed to the latter. All COVID-19 preventative measures were followed in line with the COVID-19 National regulations and that the outcome of the election process represented a true reflection and expression of the will of the electorate.

The Commission expresses its gratitude to the various role players who have assisted in the administration of these elections including both permanent and temporary staff members, the Government of the Republic of Namibia, the Namibian Police, Civil Society Organizations, election observers, political parties, organizations, independent candidates and the entire ECN staff for your time and effort in ensuring the credibility of the electoral process and the successful conduct of the 2020 Regional Council and Local Authority elections.

**Adv. Notemba Tjipueja**

Chairperson

September 2021



## 1.3 OVERVIEW BY THE CHIEF ELECTORAL AND REFERENDA OFFICER

During the period under review, the ECN geared its activities towards the preparation and conduct of the 2020 Regional Council and Local Authority elections. This report provides an account of the performance in terms of its identified objectives for the 2020/2021 financial year.

In terms of the Namibian legal framework, Regional Council and Local Authority elections are conducted every five (5) years. Regional Council and Local Authorities form an integral part of the democratic governance system of Namibia. The importance of these governance structures cannot be over-emphasized, as these structures are proverbially charged with the responsibility of bringing government closer to the people.

The theme for 2020 Regional Council and Local Authority elections was aptly titled *“Ensuring Inclusive and Credible Elections Amidst COVID-19”*. This theme was carefully selected to demonstrate the Commission’s dedication to inclusive elections without unfair barriers especially to vulnerable groups such as the elderly, women, people with disabilities and the marginalized communities. The institution conducted elections during exceptional circumstances and delivered on its commitment of safeguarding democracy while ensuring the health of the citizenry.

The ECN has undertaken a number of activities during the year under review in the lead up to the elections. I would like to take this opportunity to share with the electorate key highlights in respect of these activities:

### i. ECN COVID-19 Mitigation Strategy

During the year under review, the ECN developed a COVID-19 Mitigation Strategy that outlined strategies and measures, to lessen the impact of the COVID-19 pandemic during the 2020 Regional Council and Local Authority elections. Developing the strategy document entailed a critical analysis of the ECN’s Electoral Calendar for the 2020 Regional



**Theo Mujoro**  
Chief Electoral & Referenda Officer

Council and Local Authority elections, by identifying the specific activities predisposed to threats and risks posed by COVID-19. In addition, the Commission established a working relationship with the Ministry of Health and Social Services (MoHSS), to ensure the institution complied with all COVID-19 National Regulations at all material times, to safeguard the populace throughout the electoral process.

### ii. Online Recruitment of election officials

One of the main changes to our processes this year, was mainly to ensure the safety of both the applicants and our employees. The ECN opted for an online recruitment process, to mitigate the impact of COVID-19 during the pre-electoral and post-electoral phases of the 2020 Regional Council and Local Authority elections. Our view in introducing the online recruitment platform was that this approach

helped to avoid or reduce contact with contaminated surfaces and objects through the handling of a large number of application forms sent from all across the country to the ECN Head Office. The physical handling of application forms presented a clear public health risk based on the health literacy provided by authorities. In addition, the introduction of the online application platform was an opportunity to strengthen our internal processes by creating a cutting-edge virtual hiring solution, in order to seamlessly manage the recruitment process by making it more manageable as well as ensuring the integrity thereof.

### **iii. Successful conduct of the 2020 Regional Council and Local Authority elections**

The ECN conducted a successful Supplementary Registration of Voters (SRV) from 07<sup>th</sup> – 15<sup>th</sup> September 2020. The final voters' register showed that, a total of 1, 408, 670 voters registered for the 2020 Regional Council elections whilst 451, 870 voters were registered for the 2020 Local Authority elections respectively. In respect of the Regional Council elections, a total number of 116 (out of 121) constituencies were contested while 5 constituencies were uncontested. With regard to the Local Authority elections, a total number of 57 local authorities were contested. In terms of the nomination of candidates for the elections, the ECN received a total number of 503 nominations, 92 were independent candidates (IC), while 411 candidates represented various political parties. Of the 503 nominated candidates, 433 were male and 70 females. As per the procedures stipulated in the Electoral Act, the 2020 elections were conducted in a peaceful atmosphere, free of any violence or intimidation. The final results were announced by the Chairperson on the 27<sup>th</sup> of November 2020.

### **iv. Rerun of elections in the Aroab, Koës and Stampriet Local Authorities as well as for the Mariental Rural constituency**

The Electoral Court of Namibia set aside the elections held in the Aroab, Koës and Stampriet Local Authorities as well as for the Mariental Rural constituency on 11<sup>th</sup> December 2021. After the verification process at the Central Election Results Centre (CERC) it was observed that, three (3) Local Authorities, namely, Otavi, Okakarara and Katima

Mulilo, as a result of the wrong calculation of surplus votes, the seat allocation to certain contesting political parties/organizations were wrongly allocated. An application to this effect had to be submitted to the Electoral Court because nothing in the Act permits the Commission to rectify mistakes made by the Returning Officers. The seat allocations for the Otavi, Okakarara and Katima Mulilo Local Authorities were rectified and announced on 16<sup>th</sup> December 2020 whilst new elections were conducted on 26<sup>th</sup> February 2021 for the Aroab, Koës and Stampriet Local Authorities as well as for the Mariental Rural constituency.

The total voter turnout for the Regional Council election was 38% and 43% for the Local Authority elections. As the institution prepares for its next electoral cycle, emphasis will be placed on devising mechanisms to increase voter turnout through consultations with our stakeholders to address the low voter turnout during the Regional Council and Local Authority elections.

Looking back over the past 30 years, the ECN is extremely proud of the impeccable record it has in delivering six Presidential and National Assembly elections, six Regional Council and Local Authority elections, as well as a number of by-elections in line with the Constitution and electoral mandate.

In conclusion, I would like to firstly express my sincere appreciation to the ECN staff for their dedication in ensuring the successful implementation of the institution's objective and secondly, to all the election officials, observers, political party agents, the Namibian Police and the media for their continued dedication in overseeing and ensuring a credible 2020 Regional Council and Local Authority electoral process. Finally, to the Commissioners, I wish to express my appreciation for your guidance and commitment towards electoral democracy, amidst the COVID-19 pandemic.

**Mr. Theo Mujoro**

Chief Electoral and Referenda Officer  
September 2021

## PART TWO: STRATEGIC OVERVIEW

Part two of the annual report expounds on the mandate and core values of the ECN. The report is based on the ECN's constitutional and legal mandate and the execution of such electoral mandate is administered and managed in accordance with an electoral cycle approach. The electoral cycle advocates for a cyclical approach which includes a pre-electoral, electoral and post-electoral period. The administration and management of elections therefore, is not an event but a continuous process in which the different phases are interrelated.



### 2.1 Constitutional and Legal Mandate

In terms of Article 94B of the Namibian Constitution Third Amendment Act, (No.8 of 2014), the ECN was established 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.

Furthermore, Section 15(1) of the Electoral Act stipulates that “*Not later than 60 days after the end of June in every year, the Commission must submit to the Speaker of the National Assembly a report in respect of its activities and the activities of committees performed during the preceding year or in respect of any other matter relating to elections and referenda under this Act which it thinks necessary in the public interest to report thereon.*” As such, this report is based on this provision.

## 2.2 VISION, MISSION AND VALUES



### Vision

To be the center of excellence in electoral management by **2022**



### Mission

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



### Values

In execution of the constitutional and legal mandate, the ECN is guided by the following core values:

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



## PART THREE: THE COMMISSION



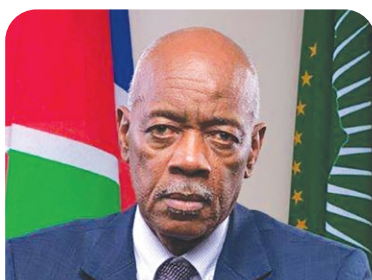
**Adv. Notemba Tjipueja**  
Chairperson



**Elsie Nghikembua**  
Commissioner



**Ulrich Freyer**  
Commissioner



**Gerson Tjihenuna**  
Commissioner



**Evaristus Evaristus**  
Commissioner

### 3.1 The Commission

The Commission is constituted in terms of Article 94B of the Namibia Constitution, which provides for the composition of five (5) Commissioners, including the Chairperson who are appointed by the President with the approval of the National Assembly. The objective of the Commission as per Section 3 of the Electoral Act is to organize, direct, supervise, manage and control the conduct of elections and referenda in a free, fair, independent, credible, transparent and impartial manner as well as to strengthen constitutional democracy and to promote democratic electoral and referenda processes.

The members of the Commission provide oversight in respect of the activities of the organization and facilitate the promotion of the principles of peaceful, free and fair elections. The Commission is further responsible for providing oversight in respect of the activities of the organisation to ensure effective implementation of the ECNs core mandate, strategic goals, objectives and facilitate the promotion of the principles of peaceful, free and fair elections.

#### The Commission has further powers and functions to:

- a) Supervise, direct and control the registration of voters for the purposes of any election or referendum;
- b) Supervise the preparation, publication and maintenance of a national voters' register and local authority voters' register;
- c) Supervise, direct and control the registration of political parties and organizations;
- d) Supervise, direct and control the conduct of elections and referenda;
- e) Supervise, direct, control and promote voter and civic education in respect of elections and referenda, including the cooperation with educational or other bodies or institutions with a view to the provision of instruction to or the training of persons in electoral and related matters; and
- f) Supervise, direct and control electoral observers amongst others as per Section 4 of the Electoral Act.

## Current Commissioners

Name	Position	Period
Notemba Tjipueja	Chairperson	Five (5) years' with effect from 15 <sup>th</sup> September 2016
Ms. Elsie Nghikembua	Commissioner	Five (5) years' with effect from 15 <sup>th</sup> September 2016
Mr. Ulrich Freyer	Commissioner	Five (5) years' with effect from 15 <sup>th</sup> September 2016
Mr. Evaristus Evaristus	Commissioner	Five (5) years' with effect from 15 <sup>th</sup> March 2019
Mr. Gerson Tjihenua	Commissioner	Five (5) years' with effect from 15 <sup>th</sup> March 2019

### 3.1.1 Meetings of the Commission

In terms of the Electoral Act, the Commission is required to convene on dates, times and at places as the Chairperson of the Commission deems necessary. The Chairperson of the Commission may at any time further convene a Special Commission meeting or must convene a Special Commission meeting if so requested in writing 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
23 <sup>rd</sup> April 2020	Ordinary Monthly Meeting
20 <sup>th</sup> May 2020	Ordinary Monthly Meeting
25 <sup>th</sup> June 2020	Ordinary Monthly Meeting
08 <sup>th</sup> July 2020	Extra Ordinary Meeting
23 <sup>rd</sup> July 2020	Ordinary Monthly Meeting
27 <sup>th</sup> July 2020	Extra Ordinary Meeting
12 <sup>th</sup> August 2020	Extra Ordinary Meeting
20 <sup>th</sup> August 2020	Ordinary Monthly Meeting
24 <sup>th</sup> September 2020	Ordinary Monthly Meeting
30 <sup>th</sup> September 2020	Extra Ordinary Meeting
22 <sup>nd</sup> October 2020	Ordinary Monthly Meeting
06 <sup>th</sup> November 2020	Extra Ordinary Meeting
18 <sup>th</sup> November 2020	Extra Ordinary Meeting
24 <sup>th</sup> November 2020	Extra Ordinary Meeting
25 <sup>th</sup> November 2020	Final Election Briefing
26 <sup>th</sup> November 2020	Final Election Briefing
27 <sup>th</sup> November 2020	Final Election Briefing
09 <sup>th</sup> December 2020	Extra Ordinary Meeting
22 <sup>nd</sup> December 2020	Ordinary Monthly Meeting
03 <sup>rd</sup> February 2021	Ordinary Monthly Meeting
17 <sup>th</sup> March 2021	Ordinary Monthly Meeting

### 3.1.2 Meetings of the Commission sub-committees

The various sub-committees of the Commission are established in terms of section 13(1) of the Electoral Act. These sub-committees are established to assist the Commission in carrying out its oversight responsibilities in respect of various functional areas in the organization, and to ensure that obligations as outlined in the Constitution and other relevant legislation are fulfilled. The sub-committees also consider matters referred by the Secretariat and subsequently make recommendations to the Commission for approval and implementation.

Meetings of sub-committees are held on an ad-hoc basis. During the year under review, the various sub-committees held meetings as follows:

Sub-Committee	Number of meetings convened	Key outcomes of the meetings
<p>a) HR Sub-Committee</p> <p>Convened by Chairperson Mrs. Elsie Nghikembua</p>	Nine (9) meetings were convened during the year under-review.	<ul style="list-style-type: none"> <li>The Committee provided oversight and guidance during the appointment of executive staff members.</li> <li>The Committee played a key role in facilitating the extension of contracts for all temporary employees of the ECN.</li> <li>The Committee also played a critical role in the review of the proposed organizational structure of the Commission.</li> <li>Guidance in drafting of the Institutional Performance Management Policy</li> </ul>
<p>b. Research, Voter, Civic Education &amp; Media Liaison Sub-Committee</p> <p>Convened by Chairperson Mr. Gerson Tjihenuna</p>	Four (4) meetings were convened during the year under-review.	<ul style="list-style-type: none"> <li>The Committee provided guidance in the drafting and development of the institutional Corporate Communication Strategy and Branding Manual.</li> <li>The Committee also played a critical role in the activities relating to the review of the voter education policy and the development of the Terms of Reference and implementation plan for the voter participation survey.</li> </ul>
<p>c. IT, Security and Legal Affairs Sub-Committee</p> <p>Convened by Chairperson Mr. Ulrich Freyer</p>	Three (3) meetings were convened during the year under-review.	<ul style="list-style-type: none"> <li>Committee played a key role in the development and endorsement of the Terms of Reference on the project of the independence of the Commission.</li> <li>The Committee also provided guidance in the development of institutional ICT and Security Policies.</li> </ul>
<p>d. Finance, Audit and Risk Management Sub-Committee</p> <p>Convened by Chairperson Mr. Evaristus Evaristus</p>	Two (2) meetings were convened during the year under-review.	<ul style="list-style-type: none"> <li>The Committee provided oversight and guidance on the institutional audited financial reports;</li> <li>The Committee also played a role in the development of the institutional internal audit charter and plan.</li> </ul>



## 3.2 Commission's engagements with International and Regional Electoral Management Organizations

### 3.2.1 Electoral Commissions Forum of SADC Countries

The Electoral Commission Forum of SADC countries (ECF-SADC), is an independent organization in which each country in the SADC region is represented by its electoral management body. The ECF-SADC members include the electoral management bodies of 17 SADC countries- namely; Angola, Botswana, Comoros, DRC, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, South Africa, Seychelles, Tanzania, Zambia, Zanzibar and Zimbabwe.

The ECF-SADC is governed by a Constitution to perform the following mandate amongst others:

- To strengthen co-operation amongst Electoral Commissions in the SADC region;
- To promote conditions conducive to free, fair, credible and transparent elections in the SADC region.

ECN outgoing Chairperson, Adv. Notemba Tjipueja served as an Executive Chairperson of the Electoral Commissions Forum of SADC countries (ECF-SADC) for two (2) consecutive terms, from September 2016 to August 2018 and September 2018 to November 2020.

### 3.2.2 Executive Committee Meetings (EXCO)

In line with the Constitution of the Electoral Commissions Forum of SADC (ECF-SADC), the Executive Committee is expected to convene at least two meetings per annum to discuss matters relating to the activities of the Forum. During the year under review, the Forum met in March 2020 and June 2020. Both meetings were attended by the Chairperson, Adv. Notemba Tjipueja, Commissioner Ulrich Freyer and the CEO, Mr. Theo Mujoro.

Some of the key issues deliberated on during these meeting included the:

- a) ECF-SADC Constitution as amended in relation to election procedures, particularly in relation to the challenges occasioned by the COVID-19 pandemic;
- b) MoU between ECF-SADC and SADC Secre-

tariat;

- c) ECF-SADC Strategic Plan (2019-2023) and Resource Mobilization;
- d) Knowledge Management Database on electoral experts and resource persons for the ECF-SADC;
- e) Elections in the SADC region 2020.
- f) The meeting noted the developments in Malawi and the events leading to elections of 23<sup>rd</sup> June 2020. The Forum could not deploy an Observer Mission to Malawi due to the Covid-19 restrictions and health requirements stipulated by Malawi, particularly in relation to mandatory quarantine periods.
- g) The Electoral Commission of Tanzania was scheduled to conduct election in October 2020.

### 3.2.3 Annual General Conference (AGC)

In 2020, the Forum marked 22 years of its establishment and unwavering commitment to ensuring the credibility and integrity of electoral processes in the region, and on the continent at large. Since its establishment, the ECF-SADC has been providing support to EMBs in the SADC region, in order to deliver credible elections and contributed to the evolution of legal and electoral reforms on the continent. In view of the impact of COVID-19 across the globe and due to travel restrictions for many countries, the 22<sup>nd</sup> Annual General Conference (AGC) was held on 03<sup>rd</sup> December 2020 via a virtual platform. Given the uniqueness of the virtual conference, which was modified from the generic AGC programme the 22<sup>nd</sup> AGC among others, received and considered reports from the Forum President and adopted recommendations from the Executive Committee. Amongst the resolutions made, was the need for the Forum to strengthen its resource mobilization initiatives and to have more deliberations on the issues of the Forums sustainability.

The AGC also highlighted the challenges occasioned by the COVID-19 pandemic which has greatly impacted and modified how the Forum conduct its business. The AGC considered the need to review its decisions on the COVID-19 response. The AGC was attended by the Chairperson, Adv. Notemba Tjipueja, Commissioner Ulrich Freyer and the CEO, Mr. Theo Mujoro. However, due to the virtual nature of the conference, member Com-

missions were able to nominate more participants to attend the conference as observers. In this regard, Commissioners, Elsie Nghikembua, Gerson Tji-henuna and Evaristus Evaristus also attended the conference.

The 22<sup>nd</sup> AGC was an elective conference, which formally announced the ECF-SADC leadership for the 2020-2022 as follows:

1. President: IEC Botswana
2. Vice President: CNE Mozambique
3. Executive Committee Members:  
EC Zambia (Chairperson), ZEC – Zimbabwe (Vice Chairperson), NEC Tanzania, MEC – Malawi, EC Seychelles, CNE Angola.

### **3.2.4 International Institute for Democracy and Electoral Assistance (International IDEA)**

The Government of the Republic of Namibia, through the Ministry of International Relations and Cooperation is a signatory to the International IDEA community. The organization is governed by its Statutes, the latest of which entered into force November 2008. Membership in International IDEA is open to governments which demonstrate by example in their own state their commitment to the rule of law, human rights, the basic principles of democratic pluralism and strengthening democracy. In this regard, the ECN has been nominated by the Government as the representative to serve on the International IDEA platform. The Commission continues to invest in its membership with International IDEA to foster and strengthen the relationship.

## **3.3 Oversight role and monitoring of the 2020 Regional Council and Local Authority Elections**

During the year under review the Commission supervised the execution of the 2020 Regional Council and Local Authority electoral calendar. As part of its oversight roles, the Commission carried out the following activities:

### **3.3.1 Accreditation of Observer Missions**

In terms of Section 55 of the Electoral Act, the Commission may out of its own motion invite organizations, institutions and persons to observe any election or referendum. It is universally recognized that election observers play an important role in

enhancing the transparency, credibility and the legitimacy of election results. The ECN extended invitations to local election observers to apply for accreditation to observe the 2020 Regional Council and Local Authority elections. Sixteen (16) applications were received from local election observer missions, of which all were duly accredited. All applications were considered during the Commission meetings and subsequently approved based on the set criteria.

### **3.3.2 Consideration of applications for registration of Political Parties and Organizations**

In terms of section 149(1) of the Electoral Act (Act 5 of 2014), the Commission must direct the Chief Electoral and Referenda Officer to register the applicant as an organization if the Commission is satisfied that –

- (a) The applicant complies with section 135(2); and
- (b) The application complies with section 148(2)

In view of the above, the Commission was inundated with applications from various aspiring organizations, who applied to be registered to contest in the 2020 Local Authority elections. During the year under review, the Commission approved and registered nine (9) organizations.

In addition, in terms of Section 137(1) of the Act, “the Commission must direct the Chief Electoral and Referenda Officer to register the applicant as a political party if the Commission is satisfied that –

- (a) the applicant complies with section 135(2)(a) of the Act; and
- (b) the application complies with section 136(2) of the Act.

In view of the above provision, the Commission also registered one (1) political party under the year reviewed. The Commission noted that aspiring political parties and organizations are not cognizant of the timelines as provided for in terms of the Electoral Act when it comes to the processes to be complied with. Therefore, the late submissions resulted in applications not meeting deadlines in time for the nomination processes and subsequently, to contest the election timeously.

It is against this background that the Commission wish to entreat all future applicants that wish to submit applications to be registered as a political party or organization to submit applications timeously to enable the Commission to effectively implement its mandate.

### 3.3.3 High-Level Stakeholder Engagements

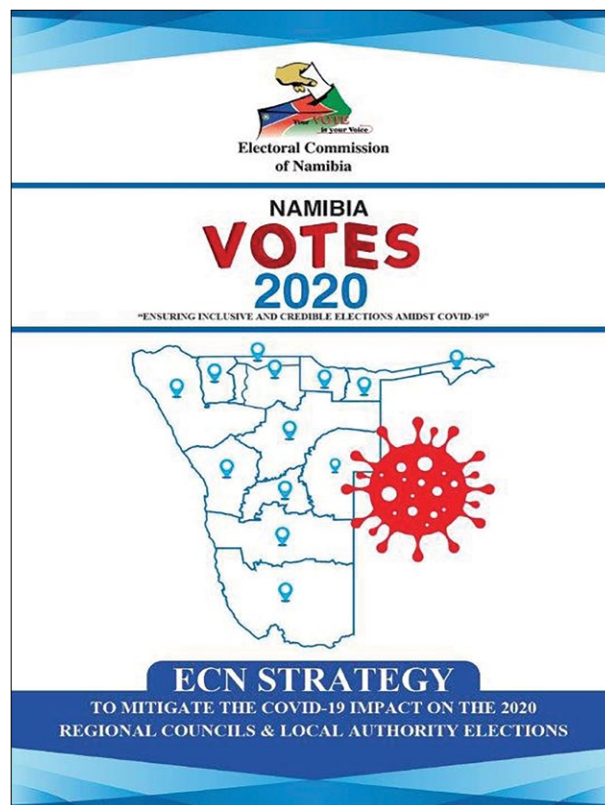
As part of its mandate and oversight roles, the Commission held a number of high-level stakeholder engagements in preparation for the conduct of the 2020 Regional Council and Local Authority elections. The Commission engaged a number of key stakeholders at all material stages. In the build-up to the elections, the Commission convened regular meetings with the Political Party Liaison Committee (PLC), members of associations/organizations, Independent Candidates (IC), members of the Civil Society Organizations (CSO), Observer Missions and the Media amongst others. Stakeholders were regularly updated on the state of preparedness by the Commission for the 2020 Regional Council and Local Authority elections.

### 3.3.4 COVID-19 Mitigation Strategy

The 2020 Regional Council and Local Authority elections were conducted under unusual circumstances, where the entire world was battling with the outbreak of the novel corona virus, COVID-19. In its quest to deliver credible elections amidst the outbreak of the pandemic, the Commission undertook an initiative to develop a strategy document to mitigate the impact of the COVID-19 on the 2020 Regional Council and Local Authority elections.

The strategy document was aimed at achieving four (4) main objectives, namely;

- To devise an appropriate and targeted voter education and public information campaign against the backdrop of the COVID-19 pandemic;
- To assist the Directorate of Operations to make necessary adjustments to the Electoral Calendar in line with the strategy document;
- To assist the ECN to prioritize accordingly and make necessary budgetary adjustments;
- To inform the institutional communication strategy as well as development of relevant messages for stakeholders.



The ECN COVID-19 Mitigation Strategy Document. Theme: *“Ensuring Inclusive and Credible Elections Amidst COVID-19”*.

### 3.3.5 Overall Conduct of Elections

The Commission is pleased to note that the 2020 Regional Council and Local Authority elections were organised and directed in strict compliance with its mandate and international standards. The Commission however admits that conducting elections is no easy task, especially under the conditions of a global pandemic in which the 2020 Regional Council and Local Authority elections were held. In this regard, minor challenges were reported during the preparation and conduct of the said elections as reported under the relevant divisions concerned.

However, the Commission is proud to note that the challenges experienced did not hinder the effective execution of its mandate and mammoth national task. Furthermore, the Commission understands that most of the challenges are attributed to the unresponsive organizational structure of the ECN, alongside the full administrative and independence of the Commission that is not implemented as it ought to be in line with legal statutes.

As part of executing oversight role, various Commissioners were assigned to observe the conduct of the SRV and polling processes with a view to ensure all processes are conducted within the prescribed standards. Similarly, the Hardap & //Kharas Regions where the 2020 Regional Council and Local Authority election re-runs were held, were also visited.

Subsequently, the Commission approached the Electoral Court to request that the elections in the Koës, Aroab and Stampriet Local Authorities as well as Mariental Rural Constituency be declared null and void to pave way for new polls to be conducted.

In this regard, the Electoral Court of Namibia on Friday 11<sup>th</sup> December 2020, ruled that the ballots cast and the elections held on 25<sup>th</sup> November 2020 in the Koës, Aroab and Stampriet Local Authorities as well as Mariental Rural Constituency are declared null and void and set aside. It is against this background, that fresh polls were conducted on 26<sup>th</sup> February 2021 in the affected Local Authority areas and Constituency. The experience of the 2020 Regional Council and Local Authority elections has highlighted the need for the Commission to halt an electoral process should it detect any irregularities.

### **3.3.6 High-Level Initiatives of the Commission**

#### **i. Electoral Amendment – Electoral Act of 2014, Act No. 5 of 2014**

Since the inception of the Electoral Act, Act 5 of 2014, a number of grey areas were observed that necessitated amendments. In this regard, the Commission undertook an extensive exercise in addressing the identified grey areas. This project is still ongoing and all relevant stakeholders, particularly political parties will be engaged at an appropriate time.

#### **ii. Operationalizing the Independence of the Commission**

Although the Constitution and Electoral Act provides the independence of the Commission in terms of operations, the Commission still lacks administrative and financial independence which is in line with international best practise.

Against this background, the Commission undertook an exercise to ensure that the statutory independence of the ECN as contemplated in the stated legislation is operationalized in all spheres of ECN's operations. In this regard, as a courtesy the ECN identified high-level stakeholders and notified them on the on-going project with a view to garner their support. The Commission is pleased to note that the project is still on-going and relevant stakeholders will be engaged at an appropriate time.



## PART FOUR: IMPLEMENTATION OF MANDATE



**Mr Theo Mujoro**  
Chief Electoral & Referenda  
Officer



**Mr Petrus Shaama**  
Director of Operations



**Mrs Josefina Muhapi**  
Deputy Director  
General Services



**Mr Charles Matengu**  
Deputy Director: Security & Risk  
Management



**Ms Lina Ndengu**  
Corporate Communication &  
Marketing Manager



**Ms Zenia Klazen**  
Deputy Director: Registration  
and Planning



**Mrs Marilyn Kazetjikuria**  
Deputy Director: Democracy  
Building & Voter Education



**Mr Bornwell Nzehengwa**  
Information & Communication  
Technology Manager



**Adv Heidi Jacobs**  
Legal Advisor

## 4.1 The Secretariat

Part four outlines the major activities of the ECN. The Secretariat is the engine and the implementation organ of the Commission. Therefore, this sub-section focuses on the major activities of the (1) Office of the Chief Electoral and Referenda Officer (Corporate Communications, Information Technology (IT) and Security and Risk Management) (2) Directorate Operations: Divisions of Planning and Registration and Democracy Building, (3) Division General Services (Finance, Auxiliary Services, and Human Resources). The details of the achievements and under-achievements are reflected under each relevant programme in this report.

## 4.2 Office of the Chief Electoral and Referenda Officer

The CEO is appointed by the Commission in terms of Section 17 of the Electoral Act. The CEO is the head of administration and is also the Commission's Accounting Officer. The office of the CEO is responsible for the overall strategic management and oversees the implementation of the Commission's strategic priorities and directives. The office supervises the overall coordination and implementation of the ECN's strategic objectives, outputs and overall operations and policies. Moreover, the office oversees the day-to-day running of the entire operations, financial management, optimal utilisation of the allocated resources and ensuring that resources are adequately managed to enable the ECN to fulfil its mandate.

The year under review was an election year and most of the activities and resources were geared towards the planning and delivery of free, fair and credible elections. Below are the activities carried out during the period under review.

### 4.2.1 Institutional performance

#### i. 2020/2021 Annual Plan

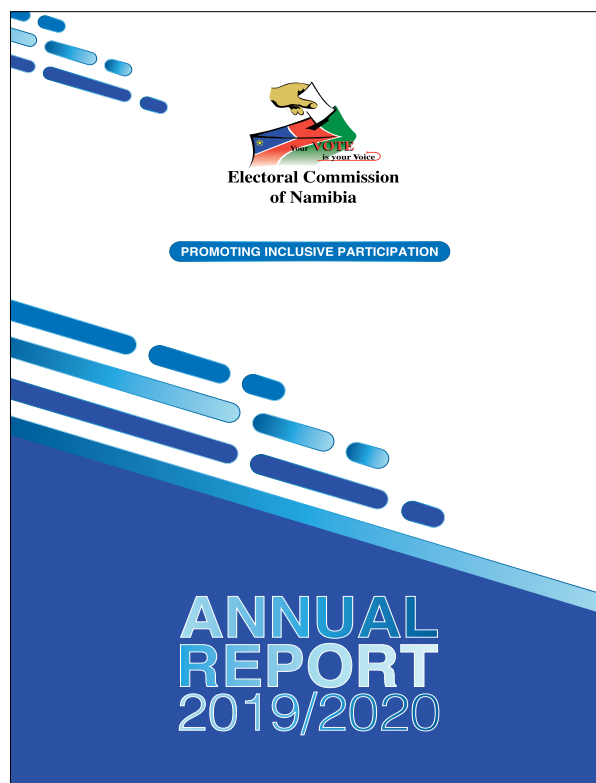
The 2020/2021 Annual Plan was developed and successfully implemented by all divisions, some challenges notwithstanding. Implementation of the plan was monitored and quarterly reviews were conducted to evaluate performance against set targets and performance indicators. However, one major challenge faced was measuring institutional performance as the

institution currently does not have a formal template that calculates overall performance. Therefore, administrative measures will be put into place during the 2021/2022 Financial Year to ensure that services of a consultant are sourced to facilitate the development of the requisite templates.

#### ii. Publication of Statutory Reports

##### (a) Annual Reports

In fulfilment of Section 15(1) of the Electoral Act which stipulates that “...not later than 60 days after the end of June every year, the Commission must submit to the Speaker of the National Assembly a report in respect of its activities and the activities of the committees performed during the preceding year or in respect of any other matter relating to elections and referenda under this Act which it thinks necessary in the public interest to report thereon.” The 2018/2019 and 2019/2020 Annual Reports were published. These reports provided a comprehensive overview of all the activities and operations undertaken by the Electoral Commission during the period 01<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019 and 01<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020 respectively. The reports included the institutional audited statements. These reports were submitted to the Speaker of the National Assembly and were subsequently, tabled in Parliament.



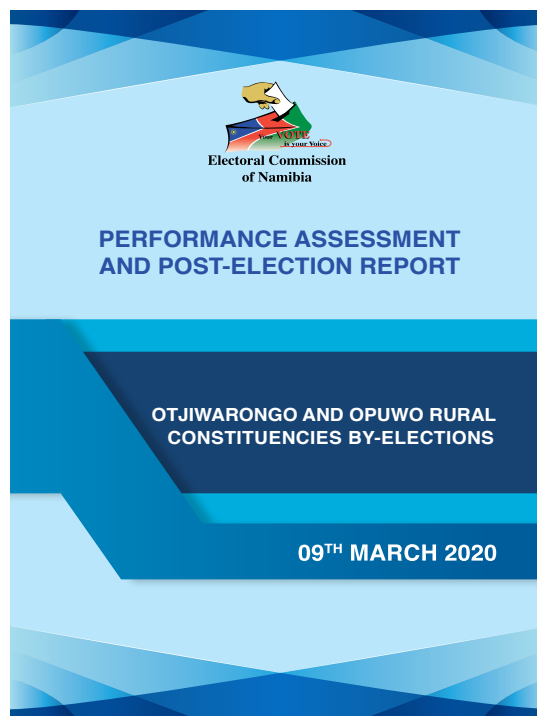
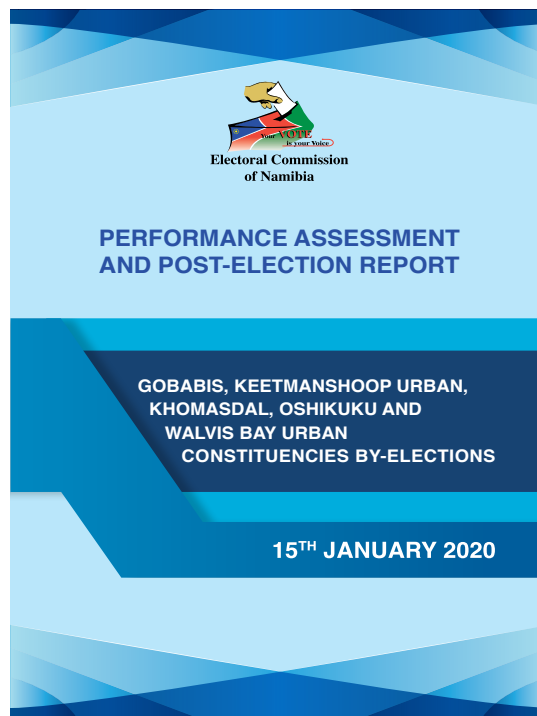
### **a. Performance Assessment and Post-Election Reports**

In terms of Section 116 of the Electoral Act, the ECN is required to produce a Performance Assessment and Post-Election report immediately after the results of any election have been published. In respect of the electoral process concerned and within six months after an election, a copy of the post-election report must be submitted to the National Assembly.

During the year under review, the Commission published the Performance Assessment and Post-Election report for the 2019 Presidential & National Assembly election, which was successfully held on 27<sup>th</sup> November 2019.



By-election reports were published for the Goba-bis, Keetmanshoop urban, Khomasdal, Oshikuku and Walvis Bay Urban Constituencies held on the 15<sup>th</sup> January 2020 and the Otjiwarongo and Opuwo Rural constituencies by-elections held on the 09<sup>th</sup> March 2020.







PLC stakeholder engagement

#### **4.2.2 Political Party Liaison Committee (PLC)**

During the period under review, the Commission strengthened its relationship with stakeholders. The PLC is maintained as an official link between the Commission and political parties chaired by the Chairperson of the ECN. The platform is aimed to share and keep the political parties abreast pertaining to any development on electoral matters and to promote transparency and accountability.

In addition, the PLC serves as a platform through which political parties raise their concerns and proposals. In terms of the Standard Operations Procedure (SOP), political parties are involved in all critical stages of the electoral process. The PLC served as a critical engagement forum for the 2020 Regional Council and Local Authority elections.

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

Date of Meeting	Purpose of the Meeting
16 <sup>th</sup> June 2020	<ul style="list-style-type: none"> <li>• Introduction of the 2020 Electoral Calendar</li> <li>• ECN Covid-19 Mitigation Strategy</li> <li>• Discussions on mode of Voting</li> <li>• Initiative on Electoral Act Amendment Process</li> <li>• Code of Conduct for Political Parties</li> </ul>
07 <sup>th</sup> August 2020	<ul style="list-style-type: none"> <li>• Launch of Voter and Civic Education Campaign and COVID-19 Mitigation Strategy Document</li> </ul>
28 <sup>th</sup> September 2020	<ul style="list-style-type: none"> <li>• Information sharing regarding the nomination of candidates for the Regional Council and Local Authority Elections</li> </ul>
04 <sup>th</sup> November 2020	<ul style="list-style-type: none"> <li>• Update on election preparations</li> <li>• Code of Conduct for the conduct of activities of political parties, associations/ organizations and Independent candidates</li> </ul>
20 <sup>th</sup> November 2020	<ul style="list-style-type: none"> <li>• Updates on the final preparations for the conduct of the 2020 Regional Council and Local Authority elections; and the</li> <li>• Results Management Process</li> </ul>
25 <sup>th</sup> November 2020	<ul style="list-style-type: none"> <li>• Session on the Results Management System (Training on the Political Party Viewer Portal)</li> </ul>
05 <sup>th</sup> February 2021	<ul style="list-style-type: none"> <li>• Meeting with affected political parties and independent candidates to discuss the re-run of the elections for Aroab, Koës, Stampriet Local Authorities and Mariental Rural Constituency</li> </ul>
15 <sup>th</sup> February 2021	<ul style="list-style-type: none"> <li>• Meeting to discuss logistical preparations for the rerun of the above-mentioned elections</li> </ul>

#### 4.2.3 Political Party Funding in Compliance with the Electoral Act 2014, (Act No 5 of 2014)

The Electoral Act outlines certain obligations that all registered political parties and organizations are required to adhere to. All registered political parties/organizations must comply with section 140 of the Act, and all political parties who are represented in parliament must comply with Section 158. Both Sections stipulate specific timelines which must be adhered to, and they are tied to the end of a political party's/organization's financial year.

In terms of Section 139 of the Act, registered political parties/organizations must submit to the Commission a declaration of assets and liabilities in the prescribed form. In terms of the Electoral Act, "prescribe" means prescribe by way of regulations. Both section 139 and section 141 of the said Act refer to a "prescribed form" as well as a "prescribed amount". In order to facilitate this, the Electoral Commission held consultative meetings with political parties to enable the parties to agree on this "prescribed amount" as referred to in section 141. Since the Electoral Act (Act No. 5 of 2014) came into opera-

tion in 2014, a number of the political parties complied and submitted audited financial records. The Electoral Act came into operation in October 2014 and political parties were obliged to submit audited financial statements for the 2014/2015 financial year.

However, despite the legal provisions, the Commission notes that the responsibility of oversight of political party funding and expenditure was inappropriately delegated to the ECN. This responsibility is not a direct functional area of the ECN, thus, it places undue burden on the institution and compromises ability to maintain parties trust in other electoral areas. Therefore, as part of the Electoral Act amendment process, the ECN is proposing that this responsibility be assigned to the relevant institutions dealing with financial matters. Furthermore, the ECN lacks the functional capacity to scrutinize the reports submitted with a view to fulfil its oversight role as required, therefore, it is only prudent if the responsibility is shifted to the relevant institutions.

According to the records of the ECN, the submissions since 2014 of respective political parties are as follows:

#### Political Parties Audited Financial Statements Submitted

Name of Political Party	End of Party Financial Year	2014/15	2015/16	2016/17	2017/2018	2018/2019	2019/2020
Audited Financial Statements							
All People's Party (APP)	31 <sup>st</sup> March	-	Submitted	Submitted	Submitted	Submitted	Submitted
Christian Democratic Voice (CDV)	30 <sup>th</sup> September	-	-	-	-	-	-
National Unity Democratic Organisation of Namibia (NUDO)	31 <sup>st</sup> March	-	Submitted	Submitted	-	-	-
Popular Democratic Movement (PDM)	31 <sup>st</sup> March	-	Submitted	Submitted	Submitted	Submitted	Submitted
Rally for Democracy and Progress (RDP)	28 <sup>th</sup> February	-	Submitted	Submitted	Submitted	-	-
Republican Party (RP)	28 <sup>th</sup> February	-	Submitted	Submitted	Submitted	-	-
SWANU of Namibia (SWANU)	28 <sup>th</sup> February	Submitted	Submitted	-	-	Submitted	-
SWAPO Party of Namibia (SWAPO)	31 <sup>st</sup> March	Submitted	Submitted	Submitted	Submitted	Submitted	-
United Democratic Front of Namibia (UDF)	30 <sup>th</sup> September	Submitted	Submitted	Submitted	-	-	-
United People's Movement (UPM)	28 <sup>th</sup> February	-	Submitted	Submitted	Submitted	-	-
Workers Revolutionary Party (WRP)	-	-	-	-	-	-	-
Landless People Movement (LPM)	-	-	-	-	-	--	-
Independent Patriots for Change (IPC)	31 <sup>st</sup> December	-	-	-	-	-	-

*\*At the time of going to print, the submission of financial statements for the 2020/2021 Financial Year, was not included as the political parties are required to submit within the period of up to six months after the end of the respective Financial Years. LPM and IPC were not registered during the previous financial years.*

#### 4.2.4. Legal Services

During the year under review the Legal Services office was occupied, with drafting Proclamations, Government Notices and General Notices for the national elections, provided legal opinions and advice to the Commission and Management. The office was occupied with reviewing legislation, facilitating registration of new political parties, drafting and review of Service Level Agreements (SLA), Memorandum of Understanding (MoU) and contracts with various service providers and stakeholders. A number of court cases were lodged against the ECN in respect of the recently concluded Regional Council and Local Authority national elections. The office of the Legal Advisor facilitated engagements with the Office of the Government Attorney, assisted with research and the compilation of heads of argument, drafting of affidavits and ensured the commissioning thereof.

#### 4.2.5 Internal Audit Section

The internal audit section is tasked with the provision of audit services designed to assist the institution to meet its strategic goals. The section further ensures effectiveness of internal controls and compliance with relevant legislation with a view to enhance the integrity and efficiency of the Commission, as well as the system of internal control and financial reporting. This is done through monitor-

ing risks, assessing mitigation processes and fraud detection, establishing effective internal controls, processes and procedures and reduce cost with a view to improve the institutions internal operations. Internal auditing at the Commission is conducted in accordance with the Institute of Internal Auditors (IIA) Standards, Public Sector Internal Audit Policy and the Internal Audit Charter, which is in compliance to sections 14 and 15 of State Finance Act (Act 31 of 1991).

The activities of the internal audit section were guided by the internal audit annual plan for the 2020/2021 financial year. Auditable scope areas as per the Internal Audit annual plan were four (4), viz, the Daily Subsistence Allowance, Overtime Management, Training and Development, Reconciliations and the follow-up audits on previous financial year audited systems.

However, none of the planned audits could be conducted due to the non-approval of the audit plan. The Commission endorsed the appointment of the committee on 14<sup>th</sup> February 2020. Due to concurrent electoral processes and preparations for the 2020 Regional Council and Local Authority elections, the committee was unable to convene a meeting to consider and approve the audit plan.

**Below is a list of the ad-hoc activities carried out by the section:**

Reporting from June - November 2020	Scope of work and summary of outcome from Internal Audit
Ad hoc assignments	<p><b>The internal Audit plan for FY 20/21 made provision for additional hours for ad hoc assignments</b></p> <ul style="list-style-type: none"> <li>On the 16<sup>th</sup> October 2020 the internal Audit section was requested to carry out an investigation into the allegation of misconduct against a staff member from the IT Sub division.</li> <li>The Investigation was completed and a final investigation report was submitted to the CEO on the 02<sup>nd</sup> November 2020.</li> </ul>



**Challenges:**

- Non approval of the 2020/2021 annual plan; Lack of sufficient personnel in the Internal Audit Section;
- Lack of leadership in the Internal Audit Section.

**Recommendations:**

- A senior official on management level should be appointed who will be attending management meetings to take note of all organizational challenges or risks immediately as they arise;
- Ensure the timeous approval of the audit annual plan;
- Management need to be educated on critical role of internal audits activities.

**4.2.6 Division: Security & Risk Management**

The Division Security & Risk Management is responsible for the management, control, maintenance and monitoring of security services and systems. It is tasked to provide expert advice, guidance and support to the Commission and Management with regard to matters related to security and risk management.

The office of the Deputy Director: Security & Risk Management currently operate under the office of the CEO. This division currently has six (6) vacancies, which are on hold due to the moratorium placed by the government on filling of vacancies. In line with the Cabinet Directive 1st/14.02.17/003, issued on 16<sup>th</sup> May 2017, the ECN has on several occasions requested as required for clearance from the Secretary to Cabinet to fill the afore-mentioned positions. However, the clearance was not granted as government introduced measures to contain the size of the wage bill in the public service. Clearance was given for two (2) positions, namely, Deputy Director and Security Officer. This has affected the execution of day-to-day operations of the division. The division undertook the following activities during the year under review:

- (a) The 2020 Regional Council and Local Authorities election was prepared in collaboration with sister forces, namely: The Namibian Police Force (NAMPOL) & City Police of Windhoek;
- (b) Draft Security Management Policies were developed;
- (c) The division carried out a benchmarking exercise with other institutions to learn new approaches in the security area.

**Challenges:**

- Lack of human resources and delayed appointment of the Security Officer;
- Lack of budgetary provision that impacts the implementation of surveillance and access control systems.

**Recommendations:**

- Facilitate and expedite the appointment of the Security Officer
- Make budgetary provision in the 2022/2023 Financial Year for the implementation of the surveillance and access control systems

**4.2.7 Information Technology**

The Information Technology (IT) section is responsible for the implementation, maintenance and technical support for all technological functions within the institution. These include all computer hardware and software, servers as well as election and registration related technologies. During the 2020/2021 financial year, the IT division provided technical support throughout the SRV and the election process. The Election Results Management System was reviewed which resulted in improved, quicker and secure transmission of results. A remote Disaster Recovery (DR) system was introduced to ensure that, the organization can continue operations until it becomes safe to resume work at its usual location or a new permanent location.

**Challenges**

- The IT section continues to face challenges in maintaining old IT equipment (server computer, Voter Registration Kits and Voter Verification Devices).
- Slow performance of the equipment was observed after the upgrade to the application.
- Financial constraints are hampering the procurement of new server computers. The current server computers are over nine (9) years old.

**Recommendation**

- It is recommended that procurement of required hardware and software services be prioritized to ensure efficient service continuity.
- There is a need to allocate adequate funds to the

IT division in order to achieve its mandate thus the institution should consider replacing the current registration and verification equipment.

#### 4.2.8 Communication and Marketing

The Communications and Marketing section, actively supports the ECN's efforts to strengthen electoral democracy and ensure free and fair elections through strategic communication methods. Stakeholder engagements provide the Commission with opportunities to strengthen relationships with key stakeholders. The Communication and Marketing section also seeks to ensure a high level of knowledge and understanding of the electoral process to enhance participation.



Media Stakeholder engagement

Information dissemination is one of the crucial activities of the Commission. In terms of Section 4(2) of the Electoral Act (Act 5 of 2014), the ECN is required to establish and maintain liaison and co-operation with political parties, the media and the public. The ECN's communication activities for the year under review were geared towards informing and educating the electorate and the general public on various organizational and operational activities in preparation for the 2020 Regional Council and

Local Authority electoral process. The section focused on the following activities during the year under review:

##### i. Development of a Communication Strategy and Corporate Brand manual

The ECN identified the need to develop a communication strategy along with a corporate brand manual in order to strengthen the Commission's engagements with its various stakeholders. To this end, the corporate brand manual and communication strategy are both dynamic documents and will be amended as the needs and institutional circumstances evolve.

The corporate brand manual is anchored on the values of the institution, and thus requires a consistent expression of its brand content to ensure it consciously lives up to its image both internally and externally. The brand manual will similarly guide the institution in establishing milestones along the way, enabling the Commission to realize its vision and connect it to its daily activities in all spheres of the organisation.

The communication strategy was developed to support the various internal and external communication functions of the institution and provide a bridge between the ECN and its stakeholders so as to cultivate confidence in the institution. Ultimately, the aim is to stimulate greater understanding and dialogue between the ECN and its stakeholders, furthermore, addressing any challenges identified during external reviews of the organisation. The two documents have been finalised and endorsed by the Commission for implementation.



## ii. Branding of ECN building and 2020 theme for elections

During the build up to the 2020 Regional Council and Local Authority elections, the ECN unveiled its theme for the year which was titled: ***“Ensuring inclusive and credible elections amidst COVID-19.”*** In light of this, the communication and marketing division commenced with the rebranding of the building through the development of signage that spoke to the 2020 elections through visual representation to generate awareness. The theme for the year was selected, considering the circumstances Namibia and the world at large found itself with the onset of the COVID-19 pandemic. In summary, the theme was a demonstration of the Commission’s commitment to inclusive elections where all eligible voters have the opportunity to vote and choose their elected representatives, as this is central to a democracy. Ensuring that the electorate (men, women, people with disabilities, marginalized communities and the youth) participate without unfair barriers is a core component of delivering credible and inclusive elections. It further reinforces the institution’s commitment toward safeguarding democracy and the health of the citizenry.

## iii. Media liaison

The ECN is cognizant of the important role that the media plays not only in the dissemination of information, but also in providing feedback from the populace on their understanding of and concerns surrounding the elections. Such feedback provides the ECN with the necessary information to improve on its programmes and ensure the Commission meets the needs of the electorate. For this reason, the media was regarded not only as a key stakeholder of the ECN but also as an enabler.

The 2020 Regional Council and Local Authority elections took place amidst the COVID-19 pandemic, and as such, a number of changes had to be incorporated into the institutions media strategy in terms of how to engage the media while adhering to the national regulations in place to prevent the spread of COVID-19.

Due to the onset of the COVID-19 pandemic, a number of electoral activities had to be readjusted and timelines changed in the first quarter of the year

as the country was under lockdown. This meant that staff members had to work remotely and movement was limited to essential services at the time. In that context, the Commission also had to critically review its media liaison strategies in order to ensure information was readily available through other platforms that did not include large gatherings.

Information especially in the first quarter and part of the second quarter of the year was thus largely distributed via emails, the ECN website, the live streaming of events, social media platforms such as Facebook and twitter, television, radio, print media as well as WhatsApp. Towards the end of the second quarter, some of the National Regulations put in place were relaxed and a few face-to-face events could commence although only with limited numbers. The Commission thus continued to provide the media with information through the established channels as well as a few face-to-face briefings with adherence to established protocols.

Below are some of the activities that were conducted during the year under review:

- a) The issuing of seventeen (17) media releases, two (2) media statements and four (4) media briefing sessions;
- b) Radio, television interviews;
- c) Management of Media Centre - Central Election Results Centre (CERC) during the 2020 Regional Council and Local Authority elections.

## iv. Stakeholder engagements

The ECN has a wide range of stakeholders, each with different needs and expectations. Participatory and regular stakeholder engagement allows for effective and transparent processes as well as building trust and confidence in the electoral processes. Furthermore, Namibian citizens are widespread and diverse in terms of their characteristics. For this reason, stakeholders were engaged at different platforms and stages. For instance, in terms of the electorate, the Commission had to consider information in terms of factors such as location, age and literacy levels. This was done through ensuring that information is communicated in indigenous languages in addition to the official language in order to create an all-encompassing strategy for engagement.



During the year under review, the Commission engaged amongst others, the following stakeholders:

- O/M/As
- CSOs
- Media
- Parastatals and private entities
- Regional and Traditional Authorities
- Registered Political Parties/Organizations/Independent Candidates
- The electorate and general public
- Institutions of Higher Learning
- Election observers

#### v. Social media

The importance of digital media platforms as a medium of sharing information was compounded with the advent of the COVID-19 pandemic. While the digital media platforms have allowed for the institution to ensure information is instantly made available to the electorate and general public, it also had to deal with a number of inaccurate spreading of misinformation at an alarming rate. However, the media monitoring function of the section ensured that inaccurate information shared was dispelled timeously through different mediums, including the digital platforms.

The ECN utilises different platforms such as Facebook, Twitter, LinkedIn and Instagram to disseminate information on election matters to the electorate. Digital media platforms are strategically used to ensure the institution reaches out to especially the youth, enhance participation in electoral process as well as sustain its visibility.

During the year under review, the following increase in followers was observed on the ECN's social media platforms as of April 2020 to March 2021.

Social Media Platform	April 2020	March 2021
Facebook	45 348	51 430
Twitter	5068	5458
Instagram	600	701
LinkedIn	40	280

#### vi. Media Accreditation

The media is essential to the conduct of democratic elections. A free and fair election is not only about casting a vote in proper conditions, but also about having adequate information about political parties, policies, candidates and the election process itself in order for voters to make an informed choice. Once the polls have opened, the role of the media changes from what it was during the campaign period and specific rules may be devised to govern this shift.

The ECN accredited journalists and reporters covered the electoral process at the polling stations and from the Central Election Results Centre (CERC) from 05<sup>th</sup> – 18<sup>th</sup> November 2020. Journalists and reporters were required to be issued with an ELECT 12 form as prescribed in terms of Section 94(1)(c) of the Act that is used to enter polling stations, and were required to preserve the integrity of the electoral process and the security of the vote whilst inside polling stations.

Furthermore, journalists were also accredited for admission to the CERC. The CERC served as a focal point, bringing together key stakeholders in an election under one roof to observe the aggregation and determination of the final results. The CERC was situated at the ECN's Head Office in Windhoek. A total of one hundred and seventy-five (175) journalists and reporters from across the country were accredited by the Commission for the 2020 Regional Council and Local Authority elections.

#### vii. Media Monitoring

Consistent monitoring of different media platforms such as print, radio, online and television contributes for the division to continue proactively managing its communication function, as one of its core responsibilities. This approach allows the institution to critically assess the information circulating, in order to determine the type of news stories circulating and devise strategies for ensuring the reputation of the organisation is well maintained, and remedial action is implemented where necessary.

#### Challenges

- Inadequate communication devices such as live streaming equipment, video equipment and cameras for photography due to limited budget.
- Inadequate human resources.

## Recommendations

- Prioritize the purchasing of required communication devices.
- It is recommended that the unit either solicits the services of communication interns or recruits additional staff to improve in-house capacity.

### 4.3 Directorate Operations

The Directorate of Operations has two divisions, namely, the Division of Planning and Registration (PR) and the Division of Democracy Building (DDB).

#### 4.4 Division of Planning and Registration

The Division of Planning and Registration (PR) is tasked with coordinating and facilitating the planning process of election administration. This includes conducting the registration of voters, elections, management of central logistics, managing of the data centre, and overseeing the resource centre. It also oversees logistical and administrative aspects pertaining to elections.

The major activities during the period under review were the conduct of the 2020 Regional Councils and Local Authority elections.

##### 4.4.1 Boundary Clarification

The preparations for the 2020 SRV commenced when a team comprised of staff members from division PR and DDB in conjunction with the staff members from Ministry of Land Reform, Division of Survey and Mapping undertook a boundary clarification exercise in a number of constituencies. The verification of constituency and local authority boundaries before the conduct of any local authority or constituency elections are crucial to establish, whether there has been an extension of any boundaries, particularly in terms of local authority areas, since the last general or by-elections. Furthermore, this exercise assists in the compilation of a credible voters' register to ensure that all eligible voters are registered in the correct constituency or local authority area in which they reside.

In preparation for this exercise, communication was shared with all 14 Regional Councils in order to solicit input on the need for verification of boundaries within the respective constituencies in the region concerned, and in addition, whether there was a

need for the review of registration points within a particular constituency. This exercise was undertaken in the Omusati, Oshikoto, Ohangwena, Kavango West, Otjozondjupa, Kunene, Hardap and Khomas regions.

The boundary clarifications and determination of registration points was carried out in July 2020. The activities carried out included:

- site visits to constituencies with affected boundaries;
- verifications of registration points;
- oversee mapping and production of updated constituency maps;
- compilation of the final registration points.

Meetings were conducted with relevant stakeholders in this regard. These meetings were well attended by councilors and staff members from the Regional Councils, Local Authorities and head of departments from different O/M/A's amongst others. A report to this effect was compiled and all affected registration points were adjusted where necessary.

##### 4.4.2 Supplementary Registration of Voters (SRV)

Section 38(1) read together with Section 25 (2) of the Act obliges the ECN to conduct a SRV before any election. The purpose of the SRV before the holding of an election is to include in the voters' register persons who have since turned 18 years of age after the last registration; persons who have moved from one constituency to another; or persons whose voter registration cards are reported lost or damaged; and any other applicant who qualifies for registration in terms of section 22(1) of the Electoral Act.

The SRV in preparation for the elections were initially scheduled to commence in June 2020. However, due the Health Regulations on COVID19 and restrictions on gatherings, the SRV was rescheduled and conducted from the 07<sup>th</sup> – 15<sup>th</sup> September 2021.

The total number of registered voters before the SRV stood at 1,348,532. The table below provides a summary of the total number of voters registered during the SRV for each region:

## Summary of Supplementary Registration 07<sup>th</sup> – 15<sup>th</sup> September 2020

### Regional Voters Register

Region	Total Registered Voters
<b>Total number of registered voters before SRV 2020</b>	<b>1,348,532</b>
///Karas	3,649
Erongo	7,297
Hardap	4,297
Kavango East	3,158
Kavango West	1,704
Khomas	13,678
Kunene	4,382
Ohangwena	5,855
Omaheke	3,548
Omusati	4,065
Oshana	3,366
Oshikoto	4,685
Otjozondjupa	7,066
Zambezi	2,926
<b>New voters</b>	<b>69,676</b>
<b>Deceased removed</b>	<b>1,643</b>
<b>Duplicates removed</b>	<b>7,895</b>
<b>Total registered voters</b>	<b>1,408,670</b>

Local Authority Voters Register	
Total LA voter register population before SRV	370826
<b>New applications</b>	<b>41220</b>
Updates (Change of Address and Profiles)	43242
Deceased voters removed	786
Duplicates removed	2632
<b>Total LA register after SRV</b>	<b>451870</b>

### 4.4.3 Preparation of the Voters Register

The Provisional Voters Register (PVR) were displayed for objections throughout all 121 constituencies country wide as provided for in terms of Section 31 of the Electoral Act and announced in the Government Gazette No. 7345 on the 29<sup>th</sup> September 2020. The Commission is pleased to note that no objections were registered on the PVR as provided for in terms of Section 32 of the Act.

### 4.4.4 Nomination of candidates

The nomination period commenced on the 29<sup>th</sup> September and ended on the 16<sup>th</sup> October 2020 as provided for in terms of Section 64(1) of the Electoral Act and Proclamation No. 52 by His Excellency the President. A total number of 503 nominations were received of which 92 were independent candidates, while 411 candidates represented various political parties. From the 503 candidates, 433 were male and 70 females. Out of the 121 constituencies, six (6) constituencies were uncontested. The duly nominated candidates for the Regional Council elections were published in the Government Gazette No. 7389 on the 16<sup>th</sup> November 2020 by the Chairperson of the Commission as provided for in terms of Section 82(5) of the Electoral Act. Similarly, the list of duly nominated political parties, organizations and declared candidates were published in the Government Gazette No. 7392 on the 18<sup>th</sup> November 2020.

### 4.4.5 Re-run elections

The 2020 Regional Council and Local Authority elections were conducted on the 25<sup>th</sup> November 2020, as per the procedures stipulated in the Electoral Act in a peaceful atmosphere, and orderly manner, free of any violence or intimidation. The Regional Council and Local Authority election re-runs were necessitated by procedural errors that were discovered during the conduct of the polling process on the election day, 25<sup>th</sup> November 2021.

The Electoral Court of Namibia on Friday, 11<sup>th</sup> December 2020, ruled that the ballots cast and the elections held on 25<sup>th</sup> November 2020 in the Koës, Aroab and Stampriet Local Authorities, as well as Mariental Rural Constituency were null and void and set aside. In light of this, the ECN was obliged to conduct fresh polls in the afore-mentioned local authority areas and constituency respectively. The re-run elections were conducted on 26<sup>th</sup> February 2021. Thirteen (13) polling teams were established to handle twenty-one (21) polling venues for the aforementioned constituency and localities, nine (9) were fixed and twelve (12) were mobile stations.

### Challenges

- Unavailability of government vehicles;
- Generators not sufficient or non-functional;
- The outbreak of COVID-19 required additional

resources in terms of the budget to ensure preventative measures are adhered to as well as re-adjustment of electoral operations;

- Failure of political party/candidates to conform to nomination e.g. submission format of photos, logos;
- Failure of some Returning Officers to verify correctness of nomination forms;
- Reluctance of public to avail vehicles for polling due to short duration, distances, road conditions and unattractive daily tariffs.

### Recommendations

- The Commission should engage high level authorities on securing of government vehicles and funding;
- Set a deadline for sourcing of government vehicles well in advance of election process;
- Research on alternatives for use of generators, particularly through manual voting system, e.g. solar lights;
- Include Coordinators on Nomination Process;
- Enforce stricter measures on compliance on submissions by political parties;
- Consider use of private transport or busses/combis for deployment of election officials, e.g. separate vehicle for presiding officer/police officer particularly in urban areas;
- Review transport rates taking into consideration duration, distances, road conditions.

### 4.5 Division Democracy Building

In terms of Section 50 of the Electoral Act, the ECN is mandated to provide both voter and civic education. Voter and Civic education focuses on educating and informing the public on different aspects pertaining to electoral matters with a view to assist voters in making informed decisions, understand and participate in the electoral processes. Voter and Civic education is, however, not the exclusive prerogative of the ECN. Section 51, of the Electoral Act permits any natural or juristic person to provide voter and civic education, however, only after being accredited by the Commission.

The following voter and civic education activities were undertaken by the Division Democracy Building for the 2020/2021 financial year.

#### 4.5.1 Voter education campaign launch

ECN organized and conducted a voter education campaign launch in preparation of the 2020 Regional Council and Local Authority elections in Windhoek. The event was fundamental to emphasize the ECNs readiness to conduct the 2020 elections. The ECN utilized this platform to emphasize its plea for concerted efforts and collaboration by all stakeholders in ensuring maximum participation in all electoral processes. This was more critical, especially when the ECN is preparing to conduct the forthcoming elections against the backdrop of the COVID-19 pandemic.



Voter education campaign launch





Regional voter educators

#### 4.5.2 Regional voter educators workshop

A workshop was held with voter education officers from 15<sup>th</sup> – 19<sup>th</sup> June 2020 in Otjiwarongo, with the aim to acquaint and refresh the knowledge of officials with the requirements for eligibility to register as voters. A workshop of this nature was necessary as it served as a good platform where participants

were imparted with knowledge and information related to key electoral aspects. This was to ensure that regional voter educators needed to have the same understanding of the requirements for voters which in turn, will educate and share with the rest of the communities in their respective regions.



Voter Education session with Marginalized Communities on elections

#### 4.5.3 Participation of the Youth, Marginalized Communities and People with Disabilities in electoral processes

In its efforts to maintain inclusive electoral processes, more especially the youth, marginalized communities and people with disabilities; the ECN

included and recruited these groups in the voter and civic education campaigns. The youth ambassadors were recruited with the aim to entice their peers to fully participate in electoral processes. Youth ambassadors apart from enticing other peer groups also encouraged the youth to participate in the elections.

As part of their duties, they carried out voter and civic education sessions/meetings amongst other activities such as distributing voter/civic education material; flyers at traffic lights, malls and shopping centers, schools, government and private premises. Youth ambassadors were recruited for a period of six (6) months, 01<sup>st</sup> June - 30<sup>th</sup> December 2020.

#### 4.5.4 Voter and Civic education sessions

Monthly activity programmes were drawn up by each region, with an indication on how and when they plan to carry out voter and civic education sessions in all constituencies, in their respective regions.

In terms of the landmark Supreme Court Judgement of 15<sup>th</sup> February 2020, the ECN with its stakeholders agreed to use the manual ballot voting system. Subsequently, a robust voter education programme was developed that focused on educating the populace on conventional voting with ballot papers.

Voter and civic education officers were required to submit monthly reports whereby they highlighted their accomplishments, challenges and recommendations, which then assisted the division to identify areas for providing regional support and re-enforcements, as well as solutions to challenges in the voter and civic education programme.



Voter education session with the youth



#### 4.5.5 Advertisements

The media, be it print, radio, TV and social media were aggressively used to supplement face-to-face sessions. ECN's website was populated with electoral related materials. The 2020 Regional Council and Local Authority Elections were held under the theme: *"Ensuring Inclusive and Credible Elections Amidst Covid-19"*. Media platforms were effectively utilized to disseminate voter and civic education adverts.

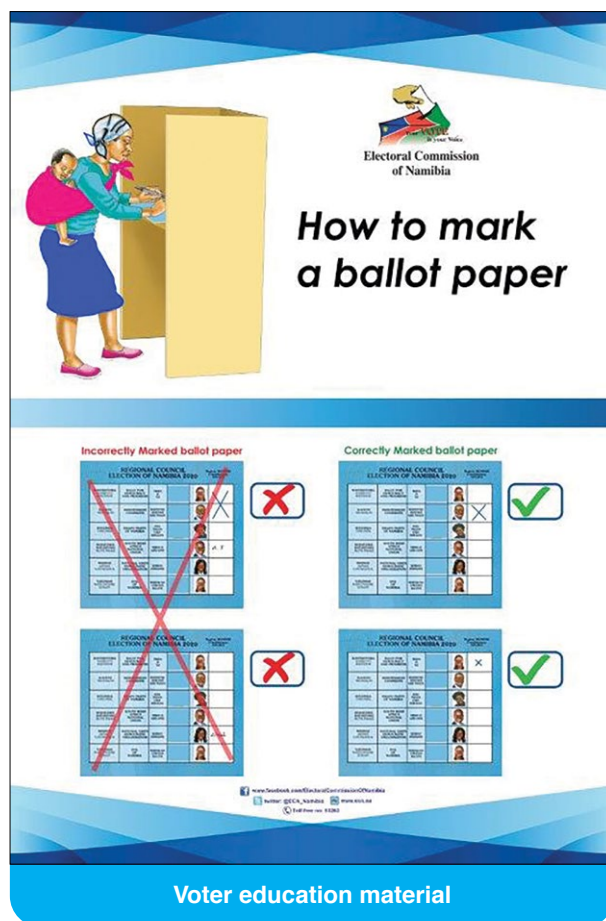
Furthermore, in its quest to ensure inclusivity, the ECN ensured that all electoral related materials were translated in various local/indigenous languages and that it was aired on the various radio stations with a view to increase its reach. Most of the people living in rural areas make use of community radio stations, hence, the message about the Regional Council and Local Authority elections reached all corners of the country.

In addition, the two TV stations in the country were utilized. Each media has its preferred audience, therefore the use of all mediums was mainly to reach out to the electorates and the general public. Understanding the prominence of ensuring inclusive participation by all eligible applicants during all electoral processes, DDB division designed and implemented an all-inclusive voter and civic education campaign by ensuring that all sections of the society were given adequate information.

#### 4.5.6 Distribution of Voter Education materials at public places

Voter and Civic Education materials included posters, flyers and banners that were placed and distributed at various strategic public and private places such as Regional Council offices, constituency offices, schools, mines, farms, cattle posts, water points, hospitals and clinics country wide. Shopping malls and cuca-shops were also used as distributing centers including face-to-face sessions. The response to all these modes of outreach was generally overwhelming and well received. The strategies employed to implement voter education for the 2020 Regional Council and Local Authority elections was a great success. In this regard, the

role played by regional voter education officers, the youth ambassadors and all stakeholders, mainly the political parties, CSO, associations/organizations as well as independent candidates during the 2020 electoral processes cannot be over-emphasized.



#### 4.5.7 Voter interest versus voter apathy

The 2020 Regional Council and Local Authority elections were perceived differently compared to the previous Regional Council and Local Authority elections. The first apparent characteristic that differentiates the past election was the participation of 92 Independent Candidates in the Regional Council elections, as well as the many new political parties/associations/organizations which contested in the 57 Local Authority elections countrywide. Therefore, unlike in the past elections where voter education officers found it difficult in conducting voter education campaigns, during these elections the voter education officers were welcomed while conducting voter and civic education sessions in the communities.



#### 4.5.8 Re-run elections for the Aroab, Koës and Stampriet local authorities and the Mariental Rural constituency

During the financial year under review, DDB undertook the voter education campaign for the re-run of the elections of the Aroab, Koës and Stampriet Local Authorities and the Mariental Rural constituency. In order ensure that the electorates and the public at large are informed of these electoral processes, the division strengthened the voter education activities which commenced on 16<sup>th</sup> February 2021 and were concluded on 26<sup>th</sup> February 2021. In preparation for the re-run of the three (3) Local Authority areas of Koës, Stampriet, Aroab and the Mariental Rural Constituency, the division embarked upon the following specific activities:

##### The main topics covered during the voter education sessions included:

- Why elections re-run?
- Code of conduct (before, during and after the elections);
- Importance of participating in the election;
- Who may vote;
- Who may not vote;
- Ballot papers (spoiled, rejected and valid ballot paper).

The division involved the relevant stakeholders aiming at sensitizing the public and eligible voters about the re-run of the elections in the affected localities and constituency. In addition, the voter education officers ensured that eligible voters were provided with adequate information on how to cast votes by use of ballot papers.

The campaign focused on refreshing the eligible voters on the aspects of the correct voting (marking the ballot paper) to avoid rejected votes. Information on polling stations in the affected localities and constituency were provided to ensure eligible voters knew where to go and cast their vote.

Due to the short period in which the voter education campaign had to be conducted, the regional voter education officers in the affected localities and constituency were joined by the colleagues from Khomas and Omaheke regions. The reinforcement strategy made the workload of the regions manageable.

#### Challenges

- The voter education campaign teams in the regions faced challenges of the reduced number of people to assemble, social gatherings as a result of COVID-19 measures. In the same manner, the voter education sessions commenced late due to the pandemic restrictions. The COVID-19 pandemic brought immense changes and fear in communities, hence, it affected the mass participation of people in electoral processes.
- Access to some farms remains a challenge in some regions especially in the southern parts of the country and this lead to farm communities not having access to electoral information and voter education.

#### Recommendations

- It is recommended that voter and civic education officers incorporate virtual sessions where possible, and supplement face-to-face sessions with information dissemination through social media platforms, as well as traditional media such as radio, television and print.
- Sensitize farm owners on the importance of elections and provide a timetable in advance as to when voter education officers will be visiting farms identified for voter education sessions at a time.
- Furthermore, the Commission could consider an increase in vehicle allocation for officers to ensure the timely dissemination of information.

#### 4.6 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 and auxiliary services. The General Services division comprise of (a) Finance (b) Auxiliary Services and (c) Human Resources (HR) sections.

##### 4.6.1 Finance

###### General overview

The Finance section is responsible for the provision of administrative support services that includes budgeting, bookkeeping, facilitation, coordination, im-

plementation of the budget, and budget discipline. ECN is fully funded by the Government of the Republic of Namibia under budget Vote 28. The Commission was allocated an amount of two hundred and eighty-two million one hundred and eighty-two thousand Namibia Dollar (N\$282,182,000). During the budget review the Commission requested for additional funds to make it possible for the execution of the 2020 Regional Council and Local Authority elections. An amount of fifty million Namibian Dollar (N\$50,000,000) was granted bringing a total allocation for the 2020/2021 financial year to three hundred and thirty-two million one

hundred and eighty-two thousand Namibia Dollar (N\$332,182,000).

The total operation budget of three hundred and thirty-two million one hundred and eighty-two thousand Namibia Dollars (N\$332,182,000) represents a decrease of 5% compared to the 2019/2020 financial year of three hundred and fifty million, one hundred and sixty-one thousand Namibian Dollar (N\$350,161,000). The execution rate for the 2020/2021 was 99.92% which showed a slight increase of 0.36% compared to the 99.56% execution rate for 2019/20 financial year.

2020-2021 Budget				
DIVISION	ORIGINAL BUDGET	ADDITIONAL BUDGET	SUSPENSION	TOTAL BUDGET
Administration	44,662,886	2,866,000	-	47,528,886
Planning and Registration	189,401,527	44,195,000	-	233,596,527
Democracy Building	48,117,587	2,939,000	-	51,056,587
<b>TOTAL</b>	<b>282,182,000</b>	<b>50,000,000</b>	<b>-</b>	<b>332,182,000</b>

#### Achievements

- During the financial year under review, the ECN spent 99.92% of its budget which is a slight improvement compared to 99.56% the previous year.
- In addition, the institution managed to get an unqualified audit opinion in the year under review.
- The Commission with the assistance of the Ministry of Finance (MoF) also managed to pay the private vehicles rendered by the public during the Regional Council and Local Authority elections.

#### Challenges

- Monthly thresholds provided by MoF (monthly budget ceilings) affected the procurement plan.
- IFMS get disrupted at times which caused a slight delay in the processing of payments especially during election.
- IFMS reports do not reflect the same financial transactions in most cases.
- The Commission experienced a budget shortfall which caused a delay in honoring the commit-

ment to pay the suppliers of the Regional Council and Local Authority elections on time.

#### Recommendations

- For efficient and timely support, it will be appropriate if IFMS technical services can be decentralized to IT Departments of line Ministries for effective and timely technical support.
- Furthermore, it will be desirable for the MoF to improve on how they conduct every change in the system, to ensure that they avoid transaction errors on O/M/As books.
- It would be ideal if the MoF can introduce a strategy to link all the financial reports (FDC, Fund Check etc) for the purpose of reconciliation.

#### 4.6.2 Human Resources Management (HRM) & Training

This section is charged with the recruitment, well-being and staff development of ECN employees, among others mainstreaming of HIV/AIDS, gender and wellness into core processes. It includes disabil-

ity activities, and ensure compliance to Affirmative Action requirements, Public Service Staff Rules, PSM Circulars implementation, and other HRM legislative frameworks.

## Recruitment of Officials

### i. SRV for Regional Council and Local Authority elections

A total number of four thousand, three hundred and ninety (4390) unemployed youth were recruited as registration officials in different positions country-wide during the SRV which commenced from 07<sup>th</sup> - 5<sup>th</sup> September 2020. Below is a table with the total number of officials recruited during SRV.

Position	Total number of officials
Regional Coordinators	14
Assistant Coordinators	28
Supervisors of Registration	121
Regional IT	14
IT Field Support staff	324
Regional Logistics Officers	66
Computer Technicians	10
HR Administrator	11
Youth Ambassador	94
Registration Officers	2791
Team Leaders	554
Reserves	363

### ii. Regional Council and Local Authority Elections

A total number of fifteen thousand five hundred and thirty-seven (15537) election officials were appointed countrywide. Below is a table with the total number of officials recruited during the RCLA elections.

Position	Total number of officials
Regional Coordinators	14
Assistant Coordinators	28
Returning officers	178
Regional IT	14
IT Field Support staff	324
Regional Logistics Officers	66
Computer Technicians HQ	10
HR Administrator	6
Accounts Assistant	5
Administrative officers - Auxiliary	2
Logistics Assistants	30
Youth Ambassador	94
Polling Officers	12202
Presiding officers	2188
Verifiers	178
Auditors	178
Administrative officers – Data center	10
Administrative officers - DDB	10

### i. New appointments 01<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021

No.	Title	Name	Surname	Duty Station	Rank	Grade	Date of Appointment
1	Ms.	Zenia	Klazen	Windhoek	DD Registration and Planning	4	01/08/2020
2	Mr	Petrus	Malengi	Nkurenkuru	Regional Voter Education Officer	10	01/06/2020 - 31/03/2026
3	Mr	Anton	Musole	Nkurenkuru	Assistant Voter Education Officer	12	03/06/2019 - 31/03/2025

### ii. Terminations 01<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021

No.	Title	Name	Surname	Rank	Grade	Types of Termination	Last Working Day
1	Ms.	Selma	Shapaka	HR Administrator	11	Resignation	31/12/2020
2	Ms.	Thusnelda	Shipanga	Administrative Officer	12	Death	21/10/2020
3	Mr.	Gabriel	Ikena	Computer Technician	11	Resignation	15/03/2021
4	Mr.	Nikodemus	Mingelius	Chief System Administrator	6	Resignation	07/11/2020
4	Mr.	Raphael	Chipunda	Assistant Voter Education Officer	12	Resignation	30/11/2020
5	Mr.	Jesaya	Munashimwe	Senior Program Officer	6	Retirement	31/03/2021
6	Mr.	Kleophas	Tjipurua	Assistant Voter Education Officer	12	Retirement	31/03/2021
7	Mr.	Milton	Gawusab	Assistant Voter Education Officer	12	Resignation	31/08/2020
8	Mr.	Leonard	Uusiku	Regional Voter Education Officer	10	Retirement	31/03/2021
9	Mr.	Rashid	Rooinasie	Assistant Voter Education Officer	12	Retirement	31/03/2021
10	Mrs.	Regina	Mbala	Administrative Officer	12	Retirement	31/08/2020

### iii. Vacant Positions

Position description	Grade	No of Positions
Chief Security Operations Officer	6	1
Senior Security Operation Officer	7	1
Security Operations Officer	8	2
Security Operations Assistant	12	2
Chief Information Officer	6	1
Information Officer	8	1
Administrative Officer	12	3
Messenger	15	1
Chief System Administrator	6	1

Three Administrative Officer Grade 12 Positions were approved by the Secretary to Cabinet on 17<sup>th</sup> September 2018 and advertised internally, the interviews of these positions are yet to be conducted.

#### iv. Affirmative Action (AA) Report

The Affirmative Action report for the period 01<sup>st</sup> January 2020 until 31<sup>st</sup> December 2020 was compiled by the AA-Committee and submitted to the Office of the Prime Minister as well as the Employment Equity Commission in January 2021.

#### v. Wellness Activities

The wellness committee was established but no wellness activities were conducted due to preparations for the 2020 elections and COVID 19 regulations.

#### vi. Human Resource Development (Training)

Subdivision: Training and Development (T&D):  
Divisional Activities Overview for the year under review.

The T & D section is responsible for the planning and designing of training interventions for the ECN, as well as to coordinate training needs analysis for the institution, after every 3 years or as the need arises and submit a report to the CEO. The drawing up of the annual training plans as well as to analyze any training materials related to T&D is done by this section. It conducts and facilitate induction and supervisory courses and source best T&D service providers that can tailor-made trainings for the institution. Pre and post T&D briefings are done in consultation with supervisors as well as to compile annual statistics, reports and submit to the CEO.

#### vii. Achievements

Eight (8) Staff members were supported for studying towards Qualifying Training

Course Name	Number of Staff members	Tertiary Name	Course Duration
Bachelor of Business Administration	2	IUM	2 Years
Bachelor in Marketing	1	NUST	1 Year
Masters Business Administration	3	SBS	2 Years
Master of Management	1	SBS	2 Years
Bachelor in Human Resource	1	IUM	2 Years
<b>Total</b>	<b>8</b>		

#### Challenges

- Attendance completion by the election officials;
- Regional election managers did not show accountability on attendance register of the officials;
- Directives issued to regional managers were not communicated on time to election officials;
- Lack of skills transfer among staff members;
- No placement of interns;
- Inadequate involvement of Learning and Development Officer in the Institutional Training activities;
- Insufficient budget allocation for training activities.

#### Recommendations

- Staff members on all levels must all undergo an Election Management Course as mandatory course for ECN, to acquire skill and knowledge to manage elections.

- ECN must consider recruitment of Interns as recommended by the Office of the Prime Minister (OPM).
- Learning and Development officer must source for tailor-made electoral training courses for the staff.
- The management must consider an intensive training of election officials for a reasonable period to avoid under performance.

#### 4.6.3 Auxiliary Services and Support Services

Auxiliary Services and Support Services is charged with the responsibilities of managing transport, procurement of goods and services, stock control and stock taking, registry, capital projects as well as cleaning and maintenance of assets at the ECN Head Office Building (Election House).



## **Activities carried out during the financial year under review:**

### **i. Stock taking and Stock Control**

The annual stock taking was conducted only at regional offices and depots. Due to the concurrent electoral activities, as well as the challenges pertaining to COVID-19, the Division could not conduct annual stock taking duties at Head Office and at the Logistic Warehouse.

### **ii. Procurement and Payment Processing**

Payments of all goods and services were finalized on time except for the invoices for the hiring of generators and some election related activities which were not paid during the 2020/2021 financial year due to insufficient funds.

### **Challenges**

- Auxiliary services received a minimal operational budget and could not have the maintenance of the building done as planned. During the financial year under review, Auxiliary Services obtained bill of quantities among others to repaint the building inside, and to have the toilet

system changed. Due to insufficient funds, toilet system change as well as the inside painting could not be done.

- The section was left with outstanding invoices of transport services for Government Garage.
- During the financial year under review the ECN was not provided with any funds under the Development Budget due to moratorium.
- Two vacant positions of Administrative Officers were a challenge and this put pressure on our staff members in terms of performance;
- It has been noted that offices are not submitting copies of the correspondences to be filled at the registry;
- Three (3) vacant positions of Administrative Officers in the section are still not filled.

### **Recommendations**

- It is recommended that vacant positions be filled. This is a measure to minimize excess work within the section;
- Departments, divisions and sections are encouraged to make use of the central registry for the dispatch and filing of official documents.

## PART FIVE: ECN ORGANIZATIONAL STRUCTURE

### 5.1 Organizational Structure

The ECN is comprised of a hierarchical structure of four (4) pillars, namely: The Commission, Office of the Chief Electoral and Referenda Officer, Directorate of Operations and the General Services, the Internal Audit section falls under the Office of the Chief Electoral Officer.

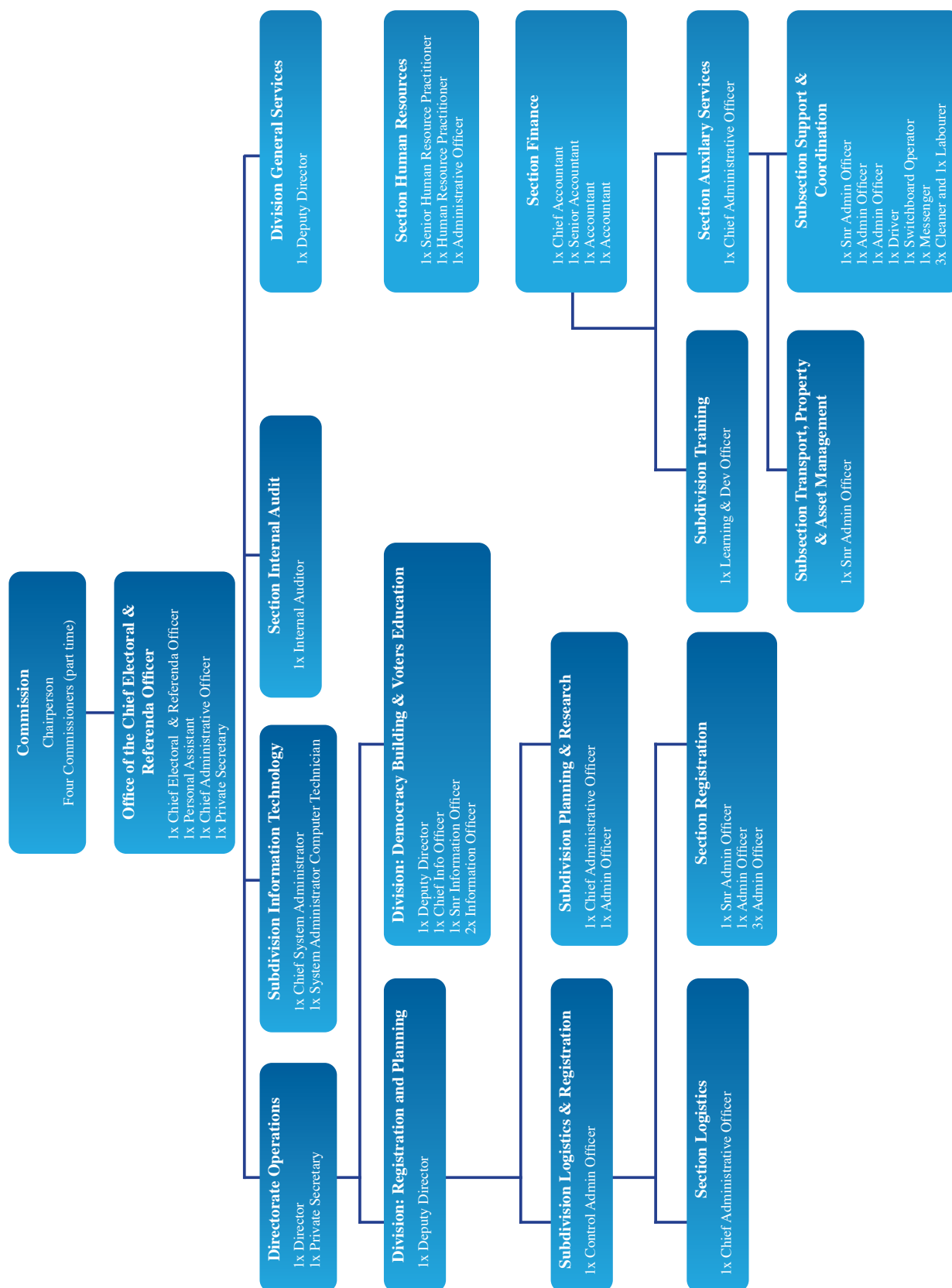
The Directorate of Operations has two (2) divisions, namely; Planning and Registration and Democracy Building. General Services consists of different departments namely; Finance, Human Resources and Auxiliary Services.

The current structure was approved in 2006, with limited human capital in transforming itself as an institution of integrity, legally charged with the responsibility of conducting elections in a free, fair,

transparent, credible and impartial manner. Despite such challenges narrated above, the ECN had successfully executed its mandate as per the Electoral Act (Act No. 5 of 2014).

In addition, the current staff establishment makes provision for only fifty-three (53) permanent posts of which fourteen (14) positions still remain vacant. The current thirty-nine (39) permanent staff members are complemented by a staff component of 147 temporary employees placed both at Head Office and regional level. Temporary staff at Head Office provide support services to the institution in different divisions and sections, while all temporary staff at regional level is charged with the provision of voter and civic education to the electorate and the public. The ECN Organogram is provided on the next page.

## 5.1 THE ECN ORGANOGRAM STRUCTURE



# PART SIX: AUDITED FINANCIAL STATEMENT REPORT 2018/2019

## 6.1 Audited Financial Statement Report 2018/2019

Report of the Auditor General on the Accounts of the ECN for the financial year ended 31<sup>st</sup> March 2019.  
**Audited Financial Statements**

### 6.1.1 Appropriation Account

2018/2019						2017/2018
Service		Authorized expenditure	Actual expenditure	Variations		Actual expenditure
				Under expenditure (Excess)	Percentage	
01. Administration:	29 787 000	35 052 472	34 585 083.37			36 236 349.68
Original budget				467 388.63	1.33	
Plus: Virement	5 265 472					
02 Planning, Registration and Voting:	13 623 000	19 804 058	19 655 492.06	148 565.94	0.75	12 784 682.37
Original budget	6 431 058					
Plus : Virement	250 000					
Less : Suspension						
03. Voter Education:	25 558 000	23 861 470	23 595 433.88	266 036.12	1.11	16 248 441.74
Original budget	1 696 530					
Less: Virement						
<b>Total</b>		<b>78 718 000</b>	<b>77 836 009.31</b>	<b>881 990.69</b>	<b>1.12</b>	<b>65 269 473.79</b>

### Departmental Revenue

Revenue head	Estimate 2018/2019	Actual revenue 2018/2019	More/(Less) than estimated	Actual revenue 2017/2018
Unclaimed	2 000	336.00	336.00	857,654.73
Cheques	3 000	19,788.15	17,788.15	96,216.83
Miscellaneous		25,000.00	22,000.00	7,500.00
<b>Deposits made by political parties Total</b>	<b>5 000</b>	<b>45,124.15</b>	<b>40,124.15</b>	<b>961,371.56</b>

**\*The 2019/2020 financial audit report from Auditor General was yet to be tabled in Parliament at the time of going to print.**

## Standard Sub-divisions

Subdivision	2018/2019		Under expenditure/ excess	2017/2018 Actual expenditure
	Authorized expenditure	Actual expenditure		
<b>Operational</b>				
<b>Current expenditure: Personnel</b>				
001. Remuneration	37 548 361.00	37 260 025.73	288 335.27	36 774 075.26
002. Employer's contribution to the G.I.P.F. and M.P.O.O.B.P.F	1 710 293.00	1 705 479.87	4 813.13	1 761 620.60
003. Other conditions of service	6 967 420.00	6 950 428.13	16 991.87	1 183 368.53
005. Employers contribution to the Social Security Commission	167 171.00	166 236.67	934.33	138 709.07
<b>Total</b>	<b>46 393 245.00</b>	<b>46 082 170.40</b>	<b>311 074.60</b>	<b>39 857 773.46</b>
<b>Current expenditure: Goods and other services</b>			<b>-110,199.98</b>	
021. Travel and subsistence allowance	2,029,719.00	2,139,918.98	-	1,603,940.11
022. Materials and supplies	1,666,540.00	1,523,226.53	143,313.47	772,679.79
023. Transport	2,753,403.00	2,753,403.00	-	3,978,060.97
024. Utilities	4,567,500.00	4,566,225.23	1,274.77	4,997,059.48
025. Maintenance expenses	6,411,903.00	6,338,912.30	72,990.70	655,846.41
026. Property rental and related charges	1,152,312.00	1,069,331.33	82,980.67	1,261,928.99
027. Other services and expenses	4,701,635.00	4,686,509.96	15,125.04	6,458,731.48
028. Training courses, symposiums and workshops	281,650.00	277,784.98	3,865.02	
029. Printing and advertising	3,150,318.00	3,091,896.44	58,421.56	
033. Office refreshment	14,898.00	14,412.12	485.88	
034. Official entertainment/Corporate gifts Total	18,500.00	18,321.13	178.87	
<b>Total</b>	<b>26,748,378.00</b>	<b>26,479,942.00</b>	<b>268,436.00</b>	<b>19,728,247.23</b>
<b>Subsidies and current transfers</b>				
041. Membership fees and subscriptions: International Total				
<b>Operational Capital expenditure: Acquisition of Capital Assets</b>	<b>390,532.00</b>	<b>384,160.16</b>	<b>6,371.84</b>	<b>323,779.82</b>
	390,532.00	384,160.16	6,371.84	323,779.82
103. Operation plant and equipment				
<b>Total: Current expenditure</b>	<b>73,532,155.00</b>	<b>72,946,272.56</b>	<b>585,882.44</b>	<b>59,909,800.51</b>
<b>Operational Capital expenditure: Acquisition of Capital Assets</b>				
101. Furniture	881,000.00	586,097.32	294,902.68	
101. Office equipment	3,343,603.00	3,342,397.50	1,205.50	2,879,881.91
<b>Total Operational Capital Assets: Acquisition of Capital Assets</b>	<b>4,224,603.00</b>	<b>3,928,494.82</b>	<b>296,108.18</b>	<b>2,879,881.91</b>
<b>Total: Capital expenditure Total: Operational expenditure</b>	<b>77,756,758.00</b>	<b>76,875,767.38</b>	<b>881,990.62</b>	<b>62,789,682.42</b>
<b>Development:</b>				
Capital expenditure: Acquisition of capital assets				
105. Feasibility studies, design and supervision	961,242.00	961,241.93	0.07	1,489,021.37
106. Purchase of land and intangible assets				990,770.00
107. Construction, renovations and improvement				
<b>Total: Development expenditure</b>	<b>961,242.00</b>	<b>961,241.93</b>	<b>0.07</b>	<b>2,479,791.37</b>
<b>Grand Total</b>	<b>78,718,000.00</b>	<b>77,836,009.31</b>	<b>881,990.69</b>	<b>65,269,473.79</b>











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