



Electoral Commission of Namibia



INTERGRATED ANNUAL REPORT 2022/2023

“Towards a centre of excellence in electoral management”



HISTORICAL OVERVIEW OF PRESIDENTIAL AND NATIONAL ASSEMBLY ELECTIONS CONDUCTED (1989 -2019)

a) Presidential Elections

Category/Election Year	1989	1994	1999	2004	2009	2014	2019
Registered Voters	701,483	654,189	878,869	977,742	1,181,802	1,241,194	1,358,468
Number of votes cast	682,787	497,508	545,465	833,165	812,233	875,232	826,181
Voter turnout	97.3%	76.1%	62.1%	85.2%	68.7%	70.5%	60.8%

b) National Assembly Elections

Category/Election Year	1989	1994	1999	2004	2009	2014	2019
Registered Voters	701,483	654,189	878,869	977,742	1,181,802	1,241,194	1,358,468
Number of votes cast	682,787	497,499	541,114	829,269	811,143	893,643	820,227
Voter turnout	97.3%	76.1%	61.6%	84.8%	68.6%	72%	60.4%

“Towards a centre of excellence in electoral management”





HISTORICAL OVERVIEW OF REGIONAL COUNCIL AND LOCAL AUTHORITY ELECTIONS CONDUCTED (1992 -2020)

a) REGIONAL COUNCIL ELECTIONS

b) LOCAL AUTHORITIES ELECTIONS

YEAR	TOTAL NUMBER OF REGISTRANTS 	TOTAL NUMBER OF VOTES CAST 
1992	470,006	381,041
1998	534,278	213,433
2004	952,308	547,756
2010	1,172,060	449,548
2015	1,051,471	384,258
2020	1,408,670	526,373

YEAR	TOTAL NUMBER OF REGISTRATION 	TOTAL NUMBER OF VOTES CAST 
1992	156,795	128,973
1998	188,302	63,543
2004	359,152	163,398
2010	418,292	140,313
2015	410,045	162,491
2020	451,870	195,072

REGIONS & CONSTITUENCIES

REGION	CAPITAL	CONSTITUENCIES	LOCAL AUTHORITY AREA	
1	Kharas	Keetmanshoop	!Nami#nus	Lüderitz
			Berseba	Berseba
				Bethanie
				Tses
			Karasburg East	Karasburg
			Karasburg West	Karasburg
			Keetmanshoop Rural	Aroab
				Koës
	Keetmanshoop	Keetmanshoop		
	Keetmanshoop Urban	Keetmanshoop		
	Oranjemund	Oranjemund		
2	Erongo	Swakopmund	Arandis	Arandis
				Henties Bay
			Dâures	-
			Karibib	Karibib
				Usakos
			Omaruru	Omaruru
			Swakopmund	Swakopmund
			Walvis Bay Rural	Walvis Bay
Walvis Bay Urban	Walvis Bay			
3	Hardap	Mariental	Aranos	Aranos
			Daweb	Maltahöhe
			Gibeon	Gibeon
				Maltahöhe
			Rehoboth Rural	Gochas
				Stampriet
			Rehoboth Urban	Mariental
			Rehoboth Rural	Kalkrand
Rehoboth Urban East	Rehoboth			
Rehoboth Urban West	Rehoboth			
4	Kavango East	Rundu	Mashare	-
			Mukwe	-
			Ndiyona	-
			Ndonga Linena	-
			Rundu Rural	Rundu
			Rundu Urban	Rundu
5	Kavango West	Nkurenkuru	Kapako	-
			Mankumpi	-
			Mpungu	-
			Musese	-
			Ncamagoro	-
			Ncuncuni	-
			Nkurenkuru	Nkurenkuru
			Tondoro	-

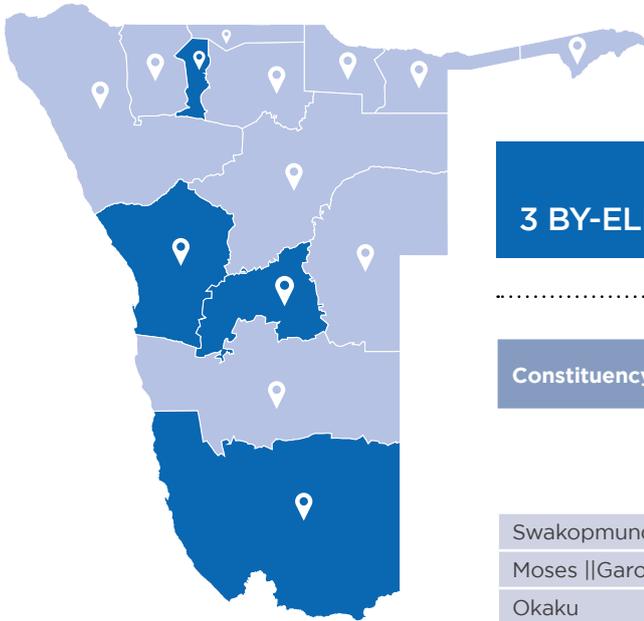
REGIONS & CONSTITUENCIES

REGION	CAPITAL	CONSTITUENCIES	LOCAL AUTHORITY AREA	
6	Khomas	Windhoek	John Pandeni	Windhoek
			Katutura Central	Windhoek
			Katutura East	Windhoek
			Khomasdal	Windhoek
			Moses Garoëb	Windhoek
			Samora Machel	Windhoek
			Tobias Hainyeko	Windhoek
			Windhoek East	Windhoek
			Windhoek Rural	Windhoek
			Windhoek West	Windhoek
7	Kunene	Opuwo	Epupa	-
			Kamanjab	Kamanjab
			Khorixas	Khorixas
			Opuwo Rural	Opuwo
			Opuwo Urban	Opuwo
			Outjo	Outjo
			Sesfontein	-
8	Ohangwena	Eenhana	Eenhana	Eenhana
			Endola	-
			Engela	-
			Epembe	-
			Ohangwena	Helao Nafidi
			Okongo	-
			Omulonga	-
			Omundaungilo	-
			Ondobe	-
			Ongenga	-
			Oshikango	Helao Nafidi
			Oshikunde	-
9	Omaheke	Gobabis	Aminuis	Leonardville
			Epukiro	-
			Gobabis	Gobabis
			Kalahari	Gobabis
			Okorukambe (formerly Steinhausen)	Witvlei
			Otjinene	Otjinene
			Otjombinde	-
10	Omusati	Outapi	Anamulenge	-
			Elim	-
			Etayi	-
			Ogongo	-
			Okahao	Okahao
			Okalongo	-
			Onesi	-
			Oshikuku	Oshikuku
			Otamanzi	-
			Outapi	Outapi
			Ruacana	Ruacana
Tsandi	-			

REGIONS & CONSTITUENCIES

REGION		CAPITAL	CONSTITUENCIES	LOCAL AUTHORITY AREA
11	Oshana	Oshakati	Okaku	-
			Okatana	-
			Okatyali	-
			Ompundja	-
			Ondangwa Rural	Ondangwa
			Ondangwa Urban	Ondangwa
			Ongwediva	Ongwediva
			Oshakati East	Oshakati
			Oshakati West	Oshakati
			Uukwiyu	-
			Uuvudhiya	-
12	Oshikoto	Omuthiyagwiipundi	Engodi	-
			Guinas	-
			Nehale Iya Mpingana	-
			Okankolo	-
			Olukonda	-
			Omuntele	-
			Omuthiyagwiipundi	Omuthiya
			Onayena	-
			Oniipa	-
			Onyaanya	-
			Tsumeb	Tsumeb
13	Otjozondjupa	Otjiwarongo	Grootfontein	Grootfontein
			Okahandja	Okahandja
			Okakarara	Okakarara
			Omatako	-
			Otavi	Otavi
			Otjiwarongo	Otjiwarongo
			Tsumkwe	-
14	Zambezi	Katima Mulilo	Judea Lyabboloma	-
			Kabbe North	-
			Kabbe South	-
			Katima Mulilo Rural	Bukalo Katima Mulilo
			Katima Mulilo Urban	Katima Mulilo
			Kongola	-
			Linyanti	-
			Sibinda	-

2022/2023 AT A GLANCE

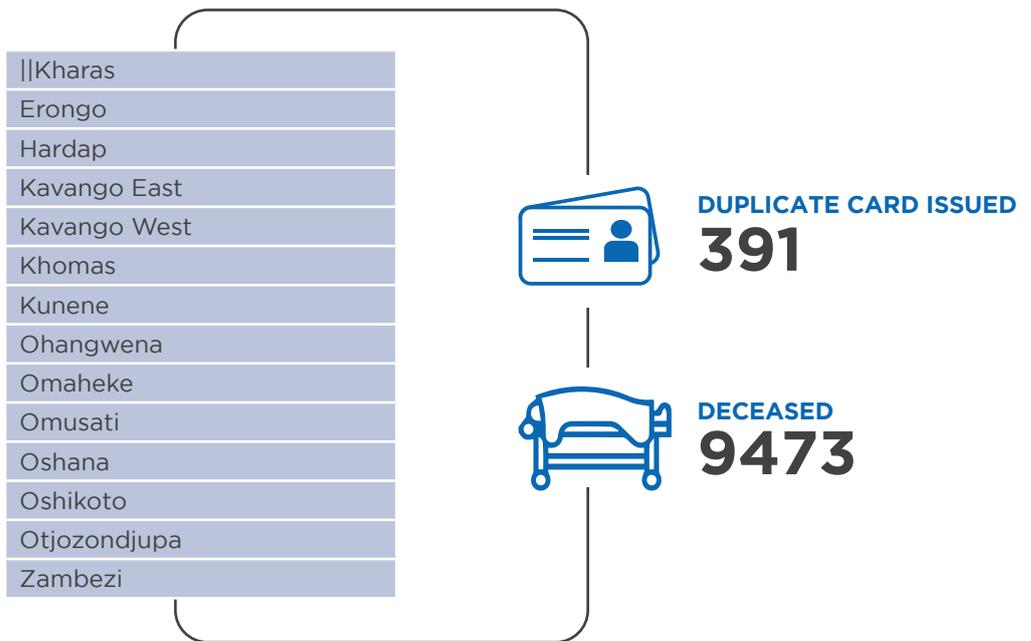


3 BY-ELECTIONS CONDUCTED

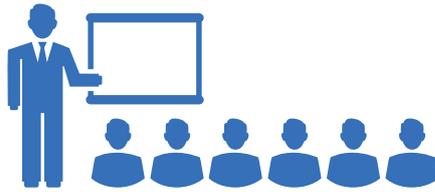


Constituency	New applicants	Change of Address	Duplicate cards issued	Final Voters Register
Swakopmund	795	1330	685	37 406
Moses Garoëb	435	494	619	42 135
Okaku	391	395	309	10 920
Keetmanshoop Rural	308	145	85	6 675

REMOVAL OF DECEASED VOTERS AND ISSUANCE OF DUPLICATE CARDS



CIVIC EDUCATION SESSIONS CONDUCTED



2231

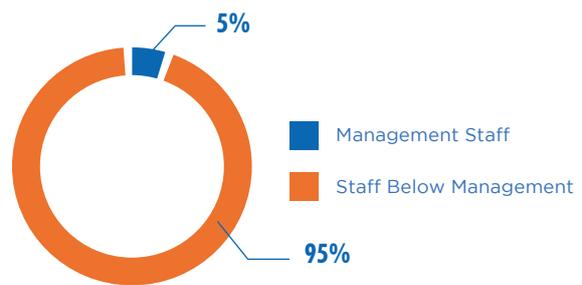
CIVIC EDUCATION SESSIONS
CONDUCTED ACROSS ALL
14 POLITICAL REGIONS

HUMAN CAPITAL

1. EMPLOYMENT EQUITY



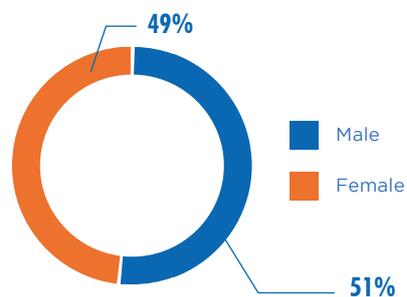
WORKFORCE



2. GENDER REPRESENTATION



GENDER DISTRIBUTION



3. TEMPORARY EMPLOYMENT

TOTAL NUMBER OF
RECRUITMENT FOR
BY-ELECTIONS



383



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GENERAL INFORMATION

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1.3 ABOUT US	
1.4 KEY ENABLERS	



1. GENERAL INFORMATION

1.1 BACKGROUND



Pursuant to our Constitutional mandate of conducting and managing electoral and referenda processes for Namibian citizens with a view to uphold electoral democracy, the Electoral Commission of Namibia (ECN) has, since 1992, conducted six (6) successful General Regional Council and Local Authority Elections and six (6) Presidential and National Assembly Elections as well as several by-elections throughout the years. This is testimony to the Commission's commitment of ensuring transparent, credible, and accountable electoral processes. This is based on the effective planning that the Commission puts into each phase of the electoral cycle and execution thereof.

As we complete the first stretch of the ECN five-year (2022/23 – 2026/27) Strategic Plan, we are optimistic that we will gradually adjust our operations and institutional direction in response to the evolving political landscape to professionally administer the conduct of election processes. Furthermore, we will ensure that excellent planning will result in the execution of any elections in a timely and credible manner.



1.2 ABOUT THE INTERGRATED ANNUAL REPORT



Section 15(1) of the Electoral Act No. 5 of 2014 states 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 committees performed during the preceding year or in respect of any other matter relating to elections and referenda under this Act which is necessary in the public interest to report thereon.”

Therefore, the report presents a summary of strategies, activities, programmes and achievements of the Commission used to create value in executing its mandate.

1.3 ABOUT US



The Namibian Constitution and the Electoral Act No. 5 of 2014 provide the legislative framework for conducting elections in Namibia. These two legal instruments primarily guide the conduct and delivery of elections. Powers and Functions of Commission 4(1) subject to the Namibian Constitution and the Electoral Act, in particular with regard to Schedule 2 and any other law, the Commission:

- (a) Has the exclusive authority to direct, supervise, manage and control in a fair and impartial manner and without fear, favour or prejudice any elections and referenda under the Electoral Act; and
- (b) Must exercise and perform its powers and functions, subject to section 2(3), of the Electoral Act, independent of any direction or interference by any other authority or any person.

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 organisations;
- (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;

- (f) Supervise, direct and control electoral observers;
- (g) Establish and maintain liaison and cooperation with political parties, the media and the public;
- (h) Undertake and promote research into electoral matters;
- (i) Develop and promote the development of electoral expertise and technology in all spheres of government;
- (j) Promote knowledge of sound and democratic electoral processes;
- (k) Issue and enforce any code of conduct provided for in the Electoral Act;
- (l) Supervise and control the disclosure and dissemination of information regarding electoral matters and establish and maintain the necessary facilities for collecting and disseminating the information;
- (m) Secure in the electoral and referenda processes the representation of the diverse social and cultural groups in Namibia and seek their cooperation;
- (n) Create its own organisational structure, to allow its leadership to take full control of all its operations to strengthen areas where operational effectiveness is lacking; and
- (o) Exercise and perform any other powers and functions conferred and imposed upon it by or under the Electoral Act or any other law or which are necessary or expedient for purposes of achieving the objects of the Electoral Act or any other law.



VISION

Our vision is to be a centre of excellence in electoral management



MISSION

Our mission is to conduct and manage electoral and referenda processes for Namibian citizens with a view to uphold electoral democracy

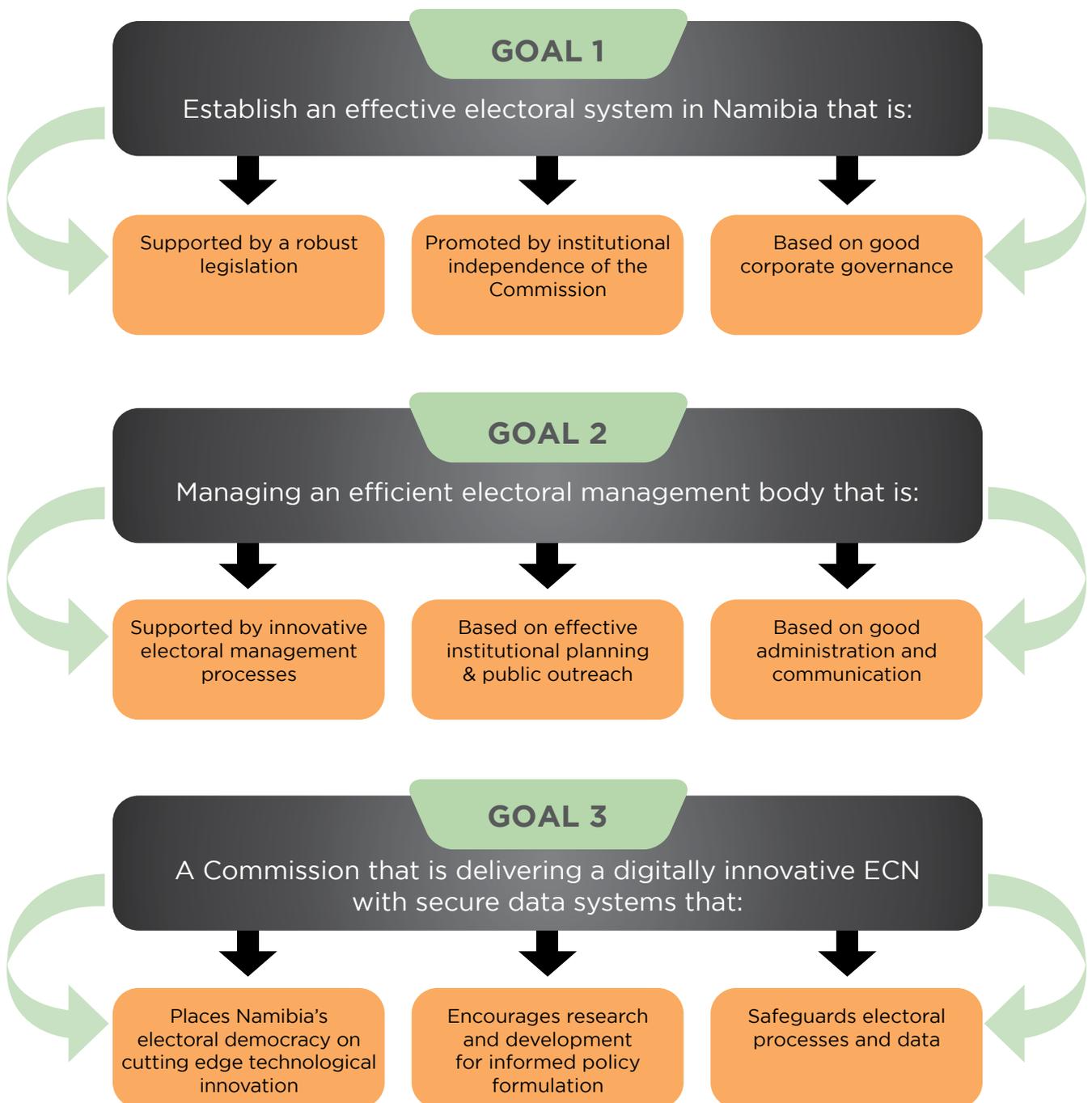
VALUES

The description of ECN's core values, which its staff members should uphold in the execution of their duties, is as follows:



VALUE	DESCRIPTION
 Secrecy of the vote	To respect and protect the voter's choice.
 Accountability	Account to Parliament and Namibian nation.
 Non-Partisanship	To maintain political neutrality and refrain from deliberately advancing or prejudicing the interest of political parties, organisations and independent candidates.
 Professionalism	Demonstrate the highest level of competence, skills and acumen in the delivery of its mandate.
 Integrity	Uphold honesty and transparency in the electoral processes.
 Inclusiveness	Involve stakeholders through broad consultation in the delivery of service.
 Innovation	Enhance advanced ways of conducting electoral processes.
 Respect for the rule of law	Adhere to the constitution and legislation.
 Service Mindedness	Develop and implement service delivery standards.
 Accessibility	Ensure the practice of making electoral information, activities, and/ or registration/polling venues accessible, meaningful, and usable for all our stakeholders including people with disabilities by providing equitable opportunities.

1.4 KEY ENABLERS FOR ACHIEVING OUR MANDATE





FOREWORD
BY THE CHAIRPERSON OF THE
COMMISSION

Dr Elsie T. Nghikembua
CHAIRPERSON OF THE COMMISSION

2. FOREWORD

2.1 FOREWORD BY THE CHAIRPERSON



Dear fellow citizens

I am delighted to present to you the annual report of the Electoral Commission of Namibia (ECN) for the year 2022/23 as part of its obligation to provide a transparent and comprehensive account of our activities to the people of Namibia.

As the ECN Chairperson, I am proud to report that we have made significant progress as a Commission to provide an oversight responsibility that ensured continued implementation of the activities entrusted upon us by the citizens of this country. These are, but not limited to ensuring the acceleration of amendments to the Electoral Act, enforcing compliance to the Electoral Act by political parties and organisations/associations, advancing innovation through the use of technology, and

ensuring high performance culture as well as amplifying voter and civic education, and polling management in our electoral process.

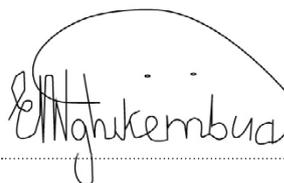
Besides the milestones, we cognise the dynamics in our country's political environment as well as the advent of technology that require us to continuously improve our operations by exploring best practices in electoral management. To this end, we continue to strengthen our electoral system through research, stakeholder engagement and capacity building to safeguard our democratic values.

I would like to express my appreciation to our management, staff, and stakeholders who have contributed to the success of our work over the past year. We are grateful for your support and collaboration, which enables us to carry out our mandate with competence, impartiality and integrity.

In conclusion, we would like to reassure our commitment to upholding the principles of democracy, ensuring fairness, and guaranteeing the will of the people.



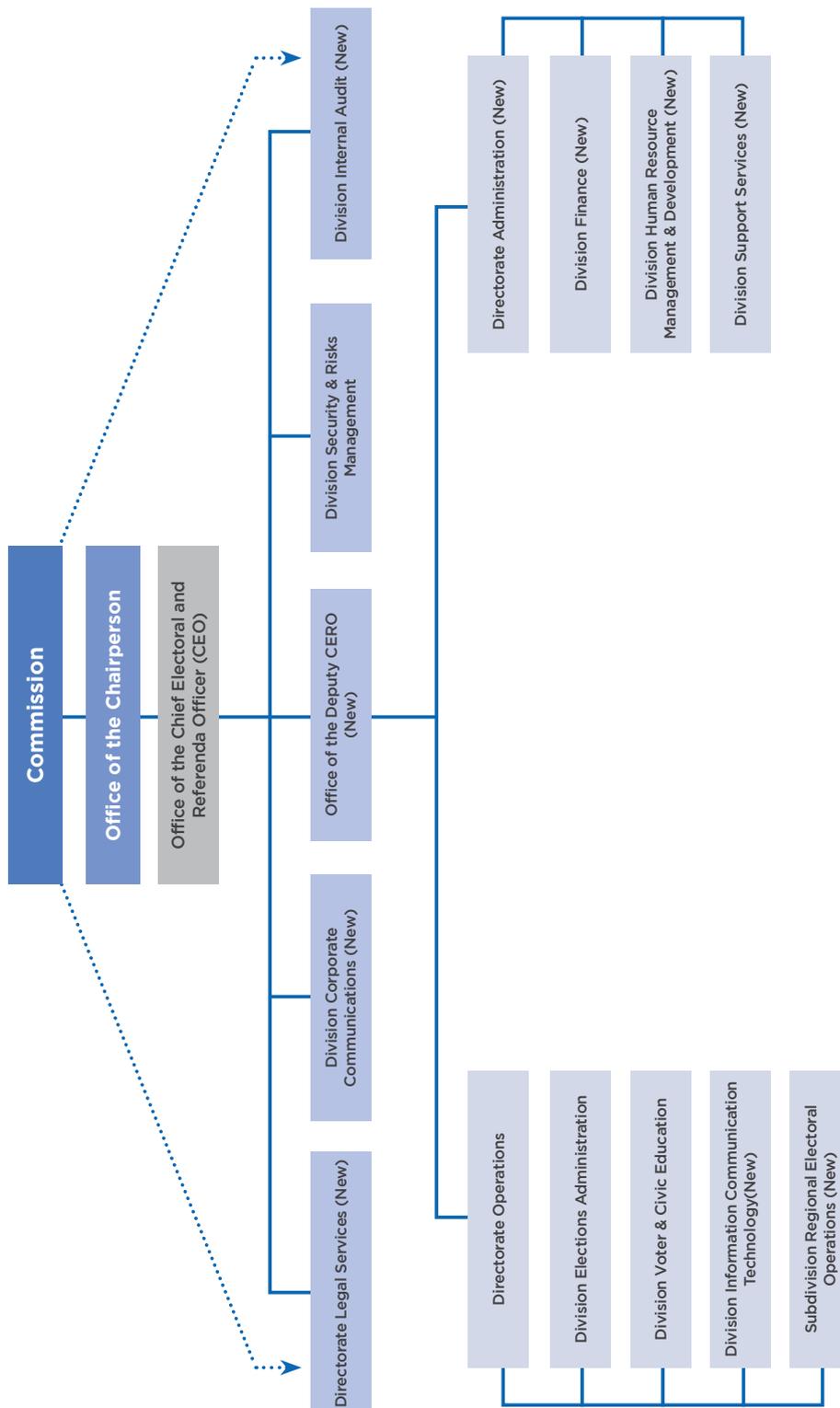
The report is part of our obligation to provide a transparent and comprehensive account of our activities to the people of Namibia.



Dr Elsie T. Nghikembua
CHAIRPERSON OF THE ELECTORAL
COMMISSION OF NAMIBIA

2.2 ORGANISATIONAL STRUCTURE

The Commission approved the new organisational structure to support its strategic objectives and the strategic decentralisation agenda. As depicted below, the structure was adopted to support the Commission through a phased implementation approach over five years (2022/2023- 2026/2027), serving as the administrative basis for decentralising electoral functions to the regions.





3

CORPORATE GOVERNANCE

3.1 THE COMMISSION	
3.2 COMMISSION COMMITTEES	
3.3 KEY DECISIONS TAKEN BY THE COMMISSION	
3.4 POLICIES AND STRATEGIC DOCUMENTS APPROVED BY THE COMMISSION	
3.5 COMMISSION ENGAGEMENTS	
3.6 BY-ELECTIONS CONDUCTED AND MONITORED	

3. CORPORATE GOVERNANCE

3.1 THE COMMISSION



The Commission is constituted in terms of Article 94B of the Namibian Constitution which provides for the composition of five Commissioners, including the Chairperson who are appointed by the President with the approval of the National Assembly. The objective of the Commission as stipulated in Section 3 of the Electoral Act No. 5 of 2014 is to organise, direct, supervise, manage and control the conduct of elections and referendum 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.

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



Back row: (left to right) Commissioner Evaristus Evaristus, Commissioner Gerson Uaripi Tjihenua, Commissioner Dr Gerson Sindano **Front row:** (left to right) Commissioner Dr Elsie T. Nghikembua (Chairperson) and Commissioner Dr Emmerentia Leonard

3.1.1 CURRENT COMMISSIONERS



Dr Elsie T. Nghikembua
CHAIRPERSON

Five (5) years with effect from
September 2021



Mr Evaristus Evaristus
COMMISSIONER

Five (5) years with effect from
March 2019



Mr Gerson Uaripi Tjihenuna
COMMISSIONER

Five (5) years with effect from
March 2019



Dr Emmerentia Leonard
COMMISSIONER

Five (5) years with effect from
September 2021



Dr Gerson Sindano
COMMISSIONER

Five (5) years with effect from
September 2022

New

3.2 COMMISSION COMMITTEES



The various committees of the Commission are established in terms of Section 13 of the Electoral Act. The committees are established to assist the Commission to carry out its oversight responsibilities in respect of various functional areas in the organisation, and to ensure that it fulfils its obligations as outlined in the Constitution and other relevant legislation. The committees also consider matters referred by the Management and subsequently make recommendations to the Commission for approval and implementation. The committee meetings are held on an ad hoc basis. During the year under review, the various committees held meetings as follows:

3.2.1 THE COMMISSION'S COMMITTEES

3.2.1.1 RESEARCH, VOTER, CIVIC EDUCATION & MEDIA LIAISON (RVC&ML) COMMITTEE

Purpose

The committee's role is to provide strategic direction and leadership in the Commission's research, voter and civic education, and media liaison (i.e. information dissemination) to ensure effective and efficient service delivery.

The Members

1. Commissioner Gerson Uaripi Tjihenua - **Chairperson**
2. Commissioner Dr Emmerentia Leonard - **Member**
3. Commissioner Dr Gerson Sindano - **Alternate**

Technical Resource Persons

1. Deputy Director: Democracy Building
2. Manager: Corporate Communications and Marketing

3.2.1.2 IT, SECURITY AND LEGAL AFFAIRS (ITSELA) COMMITTEE

Purpose

The committee's role is to advise, provide strategic direction and leadership on issues related to Information Technology (IT), Security, legislative and regulatory issues.

The Members

1. Commissioner Dr Gerson Sindano - **Chairperson** (April – September the Committee was chaired by Commissioner Gerson Uaripi Tjihenua)
2. Commissioner Gerson Uaripi Tjihenua - **Member**
3. Commissioner Evaristus Evaristus - **Alternate**

Technical Resource Persons

1. Legal Advisor
2. Deputy Director: Security and Risk Management
3. Deputy Director: Planning and Registration
4. Manager: IT

3.2.1.3 HUMAN RESOURCES (HR) COMMITTEE

Purpose

The role of this committee is to provide strategic direction and leadership on issues related to Human Resources, Recruitment, and Training.

The Members

1. Commissioner Dr Emmerentia Leonard - **Chairperson**
2. Commissioner Evaristus Evaristus - **Member**
3. Commissioner Gerson Uaripi Tjihenuna - **Alternate**

Technical Resource Persons

1. Deputy Director: General Services

3.2.1.4 FINANCE, AUDIT AND RISK MANAGEMENT (FARM) COMMITTEE

Purpose

The role of the committee is to provide strategic direction and leadership on issues related to effective financial management and audit activities to ensure prudent financial management and accountability by implementing internal controls and management systems.

The Members

1. Commissioner Evaristus Evaristus - **Chairperson**
2. Commissioner Dr Gerson Sindano - **Member**
3. Commissioner Dr Emmerentia Leonard - **Alternate**

Technical Resource Persons

1. Deputy Director: General Services

3.2.2 COMMISSION AND COMMITTEES MEETING ATTENDANCE

Commissioners	Meetings attendance				
	Commission	RVCML	ITSELA	FARM	HR
Dr Elsie T. Nghikembua - Chairperson	12	-	-	-	-
Commissioner Gerson Uaripi Tjihenua	12	8	7	1	-
Commissioner Evaristus Evaristus	12	-	2	2	4
Commissioner Dr Emmerentia Leonard	12	8	-	-	4
Commissioner Dr Gerson Sindano	8	-	5	1	-



Back row: (left to right) Commissioner Evaristus Evaristus, Mr Theo Mujoro (CEO), Commissioner Gerson Uaripi Tjihenua, Commissioner Dr Gerson Sindano **Front row:** (left to right) Commissioner Dr Elsie T. Nghikembua (Chairperson) and Commissioner Dr Emmerentia Leonard

3.3 KEY DECISIONS TAKEN BY THE COMMISSION DURING 2022/23

1. Absorbed new employees (fixed-term contract staff) on Organisational Structure following a labour dispute resolution and recommending their optional utilisation thereof.
2. Disposal/destruction of 2020 Regional Councils & Local Authorities Election Ballot Papers
3. Development of 2023/2024 Annual Management Plans.
4. PLC members Workshop on Compliance to the Electoral Act (political party financing)
5. Key Management position appointments (i.e. ICT, Corporate Communications and Marketing Strategy, Internal Audit, and Legal Officer).
6. Upgrade and acquisition of Integrated Biometric Mobile Voter Registration System (IBMVRS)
7. Approval of Body of Christ Party (BCP) as political party.
8. Approval of Right to Shelter Foundation of Namibia Organisation (A-RTS-N) as an organisation.

3.4 POLICIES AND STRATEGIC DOCUMENTS APPROVED BY THE COMMISSION DURING 2022/23

1. ICT Policy
2. Stakeholder Engagement Strategy
3. Electoral Security Policy
4. ECN Service Charter

3.5 COMMISSION STAKEHOLDER ENGAGEMENTS



PERIOD

01 APRIL 2022 – 31 MARCH 2023

ECN continuously strives to engage, maintain, strengthen and foster a trust-based and transparent relationship with all its stakeholders in a collaborative manner that promotes excellent service and creates long-term value.



3.5.1 COMMISSION REGIONAL VISITS, 27 FEBRUARY – 11 MARCH 2022

In fulfilment of its mandate, and objectives outlined in the Strategic Plan (2022/23 – 2026/27), the Commission undertook familiarisation visits to all of the 14 (fourteen) ECN regional offices during the period 24 February to 11 March 2022 as an extension to the general staff meeting held at head office on 28 January 2022. The visits were aimed at assessing the working conditions of the regional staff and familiarisation of ECN functions at the respective regions, as well as assessing the condition & location of storage facilities (logistics depots/containers), across the country. This was the first time the Commission visited the regional offices on a familiarisation mission. The visits were carried out as indicated in the table below.

COMMISSIONER	REGIONS VISITED	PERIOD
Dr Elsie T. Nghikembua (Chairperson)	Erongo, Oshikoto, Oshana, Omusati, Ohangwena & Khomas	24 Feb - 06 March 2022
Mr Gerson Uaripi Tjihenua	Kunene, Otjozondjupa & Omaheke	27 Feb - 05 March 2022
Mr Everistus Evaristus	Zambezi, Kavango East & Kavango West	25 Feb - 05 March 2022
Dr Emmerentia Leonard	Hardap & Kharas	06-11 March 2022

3.5.2 FAMILIARISATION VISIT TO INDEPENDENT ELECTORAL COMMISSION SOUTH AFRICA (IEC-RSA), 18 - 22 JULY 2022

The purpose of the visit to IEC-RSA was to familiarise and benchmark on electoral operations with a view to explore best practice and strengthening collaboration between the two institutions. Following the visit, a draft Memorandum of Understanding (MOU) to provide a framework for future cooperation was necessitated based on recommendations emanating from the visit with responsibilities assigned to relevant Commission Committees for implementation.

The benchmarking exercise included items such as election legislation, civic and voter education programmes, management of voter registration as well as voter registers, management of voting and election results, election technologies, logistics management, recruitment and training of election officials, nominations processes, security and risk management, and lastly issues of good governance. The delegation comprised of Chairperson, Commissioners and two Managers.



3.5.3 THE ELECTORAL COMMISSIONS FORUM OF SADC COUNTRIES (ECF-SADC) ANNUAL GENERAL CONFERENCE, 24 - 28 OCTOBER 2022

The ECN hosted the 24th Annual General Conference (AGC) of the ECF-SADC in Swakopmund – Erongo Region under the theme *"Stakeholder Engagement and Accountability in Electoral Processes in the SADC region"*. Dr Elsie T. Nghikembua (Chairperson), Commissioners, CEO and all Managers attended the conference.

The 24th AGC was an elective conference, which formally announced the following leadership positions for the period 2022-2024.

1. **President:** Independent Electoral Commission IEC – Botswana
2. **Vice President:** Commission Electorale Nationale Independante CENI – DRC
3. **Executive Committee Members:** Electoral Commission of Namibia, ECN (Chairperson), Independent Electoral Commission IEC-RSA South Africa (Vice Chairperson), Elections and Boundaries Commission EBC-Eswatini, National Election Commission CNE – Mozambique, Electoral Commission of Seychelles ECS, Zanzibar Electoral Commission ZEC, Zimbabwe Electoral Commission ZEC.

The Electoral Commissions Forum of SADC countries (ECF-SADC) is an independent organisation comprising of Election Management Bodies (EMBs) in the SADC member States namely Electoral Commissions of Angola, Botswana, DRC, Eswatini, Lesotho, Malawi, Mauritius, Mozambique, Namibia, South Africa, Seychelles, Tanzania, Zambia, Zanzibar and Zimbabwe.

The ECF-SADC has been in place since July 1998 and operates with a structure that includes the Conference, the Executive Committee and the Secretariat. The Government of Botswana has hosted The Secretariat in Gaborone since 2005.

The Forum has played an important role in ensuring that the management of elections in the SADC countries is improved and in building the capacity of election management bodies to fulfil their roles. It is through this Forum that EMB's strengthen one another and learn from each other.

The objectives of the Forum are to:

- Encourage the establishment of independent and impartial Electoral Commissions in the region
- Encourage the development and promotion of a democratic culture and an environment conducive to holding free, fair and credible elections
- Encourage the development of electoral laws that adhere to regionally and internationally accepted principles of election management
- Promote conducive relationships between Electoral Commissions and stakeholders through open and transparent electoral practices
- Support and encourage the development of voter and civic education programmes
- Facilitate access to and sharing of experiences, research and technology as well as technological information between and among Member Commissions
- Support and encourage capacity building programmes of Electoral Commissions to ensure effective discharge of their mandate
- Develop guidelines for alternative dispute resolution mechanisms
- Establish relations with other organisations with similar objectives

3.5.4 PEER-TO PEER REGIONAL LEARNING EVENT FOR PARLIAMENTARIANS, ARUSHA – TANZANIA, 15 – 17 JUNE 2022

The ECN attended the peer-to-peer Regional event organised by the East African Legislative Assembly (EALA) in conjunction with the International Institute for Democracy and Electoral Assistance (International IDEA) in Arusha, Tanzania.

The event was aimed at discussing the role of peer-to-peer learning as one of many processes that is sought to influence reform as well as changing processes to enhance women's political participation. It combined both regional and national women parliamentarians in learning and sharing best practices of political participation while using failures as lessons for improvement. The Chairperson of the Commission Dr Elsie T. Nghikembua was among the speakers and she presented a topic on *"Gender, Constitutions and Electoral Systems"*.

3.5.5 INDEPENDENT ELECTORAL COMMISSION (IEC) OF LESOTHO STUDY TOUR, 15 – 18 JUNE 2022

As part of the ongoing collaboration among EMBs, the ECN had a privilege to host a delegation from the Independent Electoral Commission of Lesotho IEC-Lesotho. The purpose of the study was centred on the ECNs organisational functions and activities. Dr Karabo Mokobocho- Mohlakoana, Commissioner at IEC-Lesotho led the delegation. The delegation was received and welcomed by Commissioner Gerson Uaripi Tjihenuna.

3.5.6 STUDY MISSION OF INDEPENDENT ELECTORAL COMMISSION OF BOTSWANA ON BIOMETRIC VOTER REGISTRATION, 16 – 17 FEBRUARY 2023

The ECN received a delegation from the Independent Electoral Commission of Botswana (IEC- Botswana) to share knowledge and experience as a benchmarking exercise to gain in-depth understanding on the automation of electoral processes, particularly the voter registration process and subsequent management and use of the electoral data for the voting process. The delegation was received and welcomed by Commissioner Gerson Uaripi Tjihenuna.



3.5.7 ECN STRATEGIC PLAN LAUNCH, 27 JUNE 2022

The ECN launched its five-year (2022/23 – 2026/27) Strategic Plan on 27 June 2022 at the Safari Conference Centre in Windhoek. The Strategic Plan unveiled key strategic focus areas that ECN will prioritise to deliver on its mandate for the next five (5) Years. Prof Peter Katjavivi, the Speaker of the National Assembly officiated at the launch that was attended by different key stakeholders.

3.5.8 NAMIBIA 4IR CONFERENCE & EXPO, WINDHOEK, 7 – 8 JUNE 2022

The ECN participated in the Namibia Fourth Industrial Revolution (“4IR”) Conference and Expo under the theme *“4IR as an enabler of green and inclusive industrialisation”*.

On 01 July 2021, His Excellency, President Dr Hage G. Geingob appointed an eight-member Task Force on the Namibia Fourth Industrial Revolution (“4IR”), for a period of twelve months. This Task Force was required to, amongst others, conduct a country assessment and determine the readiness of Namibia for the 4IR and make recommendations towards a coherent policy and legislative framework, to harness the full potential presented by technologies. Commissioner Evaristus Evaristus represented the Commission at a two-day event.

3.5.9 CEOs & EXECUTIVE COMMITTEE MEETINGS, 13 – 17 MARCH 2023

The ECN attended the ECF-SADC meetings in Luanda, Republic of Angola where CEOs & EXCO members held their first meeting after the 24th Annual General Conference (AGC)

held in Swakopmund, Republic of Namibia on 26 October 2022. This was the first meeting held by the newly-elected ECF-SADC EXCO and CEOs of member states.

3.5.10 OBSERVER MISSION TO THE GENERAL ELECTIONS OF THE REPUBLIC OF ANGOLA , 24 AUGUST 2022

An invitation was extended to member commissions to form part of the ECF-SADC Mission to observe General Election of the Republic of Angola which were held on 24 August 2022 in line with its mandate of strengthening co-operation among Electoral Commissions in the SADC region. Dr Elsie T. Nghikembua (Chairperson), represented ECN.

3.5.11 OBSERVER MISSION TO THE NATIONAL ASSEMBLY ELECTIONS OF THE KINGDOM OF LESOTHO, 07 OCTOBER 2022

An invitation was extended to member commissions to participate in the ECF-SADC Mission to observe the National Assembly Elections of the Kingdom of Lesotho which were held on 07 October 2022. Commissioner Gerson Uaripi Tjihenua represented the ECN.



3.5.12 APPOINTMENT OF NEW ECN COMMISSIONER

On 21 June 2022, His Excellency Dr Hage Geingob, the President of the Republic of Namibia appointed Dr Gerson Ihemba Sindano as the ECN Commissioner for a period of five years. Dr Sindano was sworn in on 09 August 2022.

3.5.13 ORIENTATION PROGRAMME FOR NEW COMMISSIONERS AND CEOS/DIRECTORS FOR SADC MEMBER STATES, 22 - 25 NOVEMBER 2023

The ECF-SADC, in partnership with the International Institute for Democracy and Electoral Assistance (International IDEA), organised the annual New Commissioners Orientation (NCO), as part of its strategic priorities where EMBs capacity building and stakeholders were considered as crucial elements.

The overall objective of the NCO was to introduce and engage newly appointed EMB members and senior staff to the mechanics, principles and good practice in the electoral field as well as equipping them with knowledge and skills to carry out their new responsibilities with integrity, professionalism, transparency

and accountability in their mandate to deliver transparent, credible and peaceful election. The orientation also provided a platform for enhancing peer learning, collaboration and networking among ECF-SADC members states.

3.5.14 INVITATION FROM THE CARTER CENTRE AND NON-GOVERNMENTAL GENDER ORGANISATIONS COORDINATING COUNCIL (NGOCC)

The Non-governmental Gender Organisations Coordinating Council (NGOCC) extended an invitation to the ECN to attend a stakeholders' consultative meeting in Lusaka, Zambia. The ECN shared its experience on how it has advanced women's political participation as well as promote gender equality and equity in Namibia. Commissioner Dr Emmerentia Leonard attend the workshop.

3.5.15 NATIONAL CONSULTATIVE WORKSHOP ON THE DRAFT ELECTORAL AMENDMENT BILL

The first national stakeholders' workshop was held at NIPAM - Windhoek from 22 - 23 September 2022 in view of presenting the draft Electoral Act Amendment Bill to key stakeholders as well as facilitating discussions on the proposed amendments to gather inputs on the proposed Draft Electoral Amendment Bill to ensure inclusivity. The second national stakeholders' workshop was also held at NIPAM - Windhoek from 13 - 14 December 2022 for the same purpose.

3.5.16 ECN /ACC/PAAB/NA COMPLIANCE WORKSHOP WITH PLC MEMBERS

The ECN continue to face challenges with enforcing some of the provisions pertaining to the regulations of political parties and organisations/associations financing and compliance. As part of efforts to create awareness for political parties and organisations/associations to comply, the Commission started creating awareness of Section 139, 140, 141, and 158 of the Electoral Act, No.5 of 2014 for political parties to be able to comply. Several letters were written during 2021 and 2022 as a result.

However, the Commission observed that some political parties lack understanding of the applicable sections and this hampers with their compliance. As a result, a workshop was conducted in September 2022, where the applicable sections were discussed in detail and parties had the opportunity to ask questions. The information-sharing platform enabled the stakeholders to understand the legal requirements of political party financing and obligations placed upon them, including the element of accountability. Representatives of registered political parties and associations attended the workshop.

3.5.17 A-WEB INTERNATIONAL CONFERENCE: SAFEGUARDING ELECTION MANAGEMENT BODIES IN THE AGE OF GLOBAL DEMOCRATIC RECESSION, 20 DECEMBER 2022

The ECN attended the General Assembly of the Association of World Election Bodies (A-Web) hosted by The Electoral Commission of South Africa (IEC-RSA) in Cape Town, South Africa under the theme *“Safeguarding Election Management Bodies in the age of Global Democratic Recession” with presentations by internationally renowned experts in electoral democracy.* Mr Theo Mujoro (CEO, and Commissioner Dr Gerson Sindano attended the conference.

3.5.18 SUSTAINABLE FINANCING FOR ELECTIONS IN THE SADC REGION: NEEDS, CHALLENGES AND OPPORTUNITIES

The ECN attended the two-day Conference organised by the Institute for Multiparty Democracy (IMD) and ECF-SADC held from 03- 04 November 2022 in Maputo, Mozambique. The conference attempted to understand the sustainability of electoral financing mechanisms as well as to stimulate mutual learning between electoral management bodies on best practices in financing of electoral processes. Dr Elsie T. Nghikembua (Chairperson) and Commissioner Evaristus Evaristus attended the event.

3.5.19 AAEA GENERAL ASSEMBLY AND 7TH ANNUAL CONTINENTAL FORUM OF ELECTION MANAGEMENT BODIES

As part of its mandate to advance democratic and participatory governance in Africa, the Department of Political Affairs, Peace and Security (DPAPS) of the African Union Commission (AUC) in collaboration with Association of African Electoral Authorities (AAEA) organised a Conference held in Maputo, Mozambique from 14 - 16 November 2022 under the overall theme *“Building Resilience of Election Management Bodies”*.

The conference offered a platform to share experiences and harness lessons for building institutional resilient EMBs in the increasingly complex political, socio-cultural, economic, and technological and security context of the African continent. Dr Elsie T. Nghikembua (Chairperson) and Commissioner Gerson Uaripi Tjihenua attended the General Assembly.

3.5.20 COMMISSION RETREAT, 29 JANUARY - FEBRUARY 2023

The week-long Commission annual planning retreat was held in Swakopmund, Erongo Region from 29 January - 03 February 2023. The retreat provided Commissioners and Management an opportunity to explore and discuss critical matters affecting the ECN strategically and operationally with the aim of finding best alternatives and lasting solutions in preparations for the national elections. The retreat also provided an opportunity for reflections on the ECN’s institutional capacity in relation to its mandate.

3.5.21 OBSERVER MISSION TO THE 2023 GENERAL ELECTION IN NIGERIA

An invitation was received from the Independent National Electoral Commission of Nigeria (INEC-Nigeria), through the ECF-SADC, to observe elections of the Federal Republic of Nigeria held on 25 February 2023. In view of the complimentary mandates of the ECOWAS Network of Electoral Commissions (ECONEC) and the ECF-SADC, and in the interest of broadening cross-regional cooperation and peer-learning amongst EMBs, two (2)

Commissions, namely the Electoral Commission of Namibia (ECN) and National Electoral Commission of Tanzania joined the ECONEC Peer Support and Learning Mission. Dr Elsie T. Nghikembua (Chairperson) and Commissioner Dr Gerson Sindano joined the ECONEC Peer Support and Learning Mission.

3.5.22 INTERNATIONAL IDEA EXPERT MEETING ON “PROTECTING ELECTIONS” STOCKHOLM - SWEDEN, 14 - 15 MARCH 2023

The ECN formed part of the attendees to the workshop held in Stockholm, Sweden from 14 - 15 March 2023. The workshop provided high-level practitioners representing electoral networks, national and international electoral stakeholders and scholars, with an opportunity to share and discuss the effectiveness and potential of emerging policies and practices aimed at protecting electoral processes against risk, threats and crisis. Representing the Commission, Commissioner Gerson Uaripi Tjiheneuna made two (2) presentations on “*Prevention: Risk management in Elections*” and “*Ensuring gender-sensitive and inclusive efforts to protect elections*”.

3.5.23 STRENGTHENING DEMOCRACY IN NAMIBIA CONFERENCE, 22 JUNE 2022

The ECN attended a conference hosted by the Institute for Public Policy Research (IPPR) held on the 22 June 2023 in Windhoek, Namibia. The conference was attended by Commissioner Gerson Uaripi Tjiheneuna.

3.5.24 SADC ELECTORAL ADVISORY COUNCIL’S (SEAC) POST-ELECTION REVIEW CONSULTATIONS, 16 FEBRUARY 2023

The SADC Electoral Advisory Council’s (SEAC) conducted its post-election review consultations with key electoral stakeholders from 16 - 23 February 2023. The engagement focused on the 2019 Presidential and National Assembly Elections and the report from the SADC Election Observer Mission (SEOM). In this regard, an ECN delegation met with the SEAC delegation on 16 February 2023 where key findings and recommendations contained in the 2019 SEOM Report were discussed. The SEAC mission was led by Ms Limakatso Mokhothu, former Chairperson of IEC-Lesotho, Ms Fatima Ferreira, SEAC member Angola, Mr Magabol Mafiri SADC Secretary Mr Elija Munyuki SADC Secretary.

3.5.25 SUMMIT FOR DEMOCRACY, 29 - 30 MARCH 2023

Dr Elsie T. Nghikembua (Chairperson) attended the 2nd Summit for Democracy in Lusaka, Zambia where she was also a panelist for the discussion on “The Independence of Electoral Management Bodies and their Importance in Free, Fair and Credible Elections.” She further presented a topic on: “Investments in Electoral Transparency.” The Summit which was held from 29 - 30 March 2023 was co-hosted by the Republic of Zambia and the United States of America.



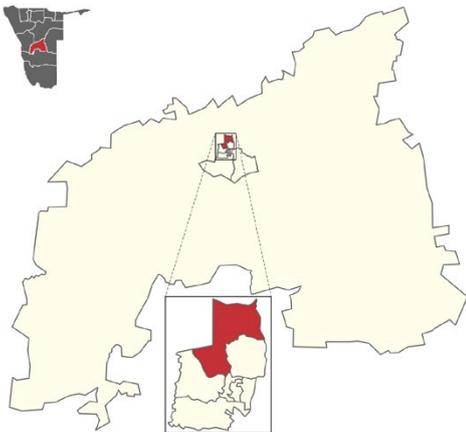
3.6 BY-ELECTIONS CONDUCTED



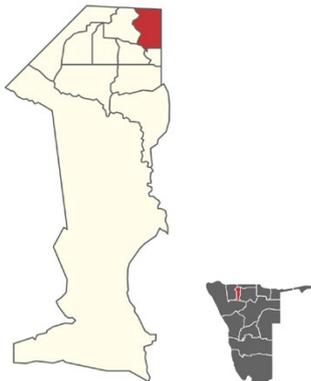
CONSTITUENCIES	DATE	NAME OF THE ELECTED COUNCILLOR
• Swakopmund Constituency	12 August 2022	Hon Kativa Louisa Ndaninga



• Moses Garoëb Constituency	06 January 2023	Hon Ndengu Stefanus
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• Okaku Constituency	17 March 2023	Hon Phillipus David Taukondjele
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A professional portrait of Mr Theo Mujoro, a Black man with a shaved head, wearing blue-rimmed glasses, a grey suit jacket, a white shirt, and a blue patterned tie. He is smiling slightly and standing against a plain grey background. The image is used as a background for a document header.

**EXECUTIVE SUMMARY
BY THE CEO**

Mr Theo Mujoro
CHIEF ELECTORAL AND REFERENDA OFFICER

4. EXECUTIVE SUMMARY

4.1 OVERVIEW BY THE CHIEF ELECTORAL AND REFERENDA OFFICER (CEO)



Dear stakeholders

I am pleased to present the 2022/23 Electoral Commission of Namibia's (ECN) annual report. This report highlights our performance, achievements, and challenges in carrying out our mandate to organise, 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 for the Namibian citizens.

During the year under review, ECN successfully implemented the first phase of the five-year (5) Strategic Plan that guides our business perspective. Subsequently, we have managed to implement the performance management system to fast track our performance as an institution.



During the year under review, ECN successfully implemented the first phase of the five-year (5) Strategic Plan.



As part of our ongoing transformation, we have complemented the drafting of a number of policies for recommendation to the Commission for input and approval. Additionally, we deepened our stakeholder engagement approach to ensure sound relations. Our approach is consultative based, as such we consider the significance of our stakeholder in all our approaches.

Moreover, we have successfully conducted three (3) by-elections in three (3) different localities in accordance with Section 10(3) of the *Regional Council Act* which stipulates that any casual vacancy in a regional council shall be filled within a period of three (3) months after it has occurred by holding an election on a date to be determined by the President by proclamation in the Gazette, of a member as contemplated in Section 7(2) for an unexpired portion of the period of office of the member who has vacated his or her office.

During these by-elections, we deployed modern and innovative technology to support voter registration as well as results management, and successfully conducted voter education campaigns to increase the participation of citizens in the elections.

However, we also encountered some challenges during the year, including operational and logistical difficulties in some polling stations, as well as disinformation campaigns that aimed to undermine the integrity of our electoral process. As per our mandate, we remain committed to addressing these challenges and strengthening our systems and procedures to ensure transparency and fairness in all our electoral processes.



Our achievements and challenges over the past year reflect our commitment to our core values of accountability, integrity, professionalism, and service mindedness. We recognise that these values are essential for building public trust and confidence in our electoral process, and we remain committed to upholding them.

In conclusion, I would like to express my appreciation to our Commission, Management and staff as well as our external stakeholders for their continued support and collaboration. We are confident that with your continued support, we will continue to enhance the quality and credibility of our electoral process, and contribute to the deepening of our democracy.

Thank you

Mr Theo Mujoro

THE CHIEF ELECTORAL AND
REFERANDA OFFICER

4.2 MANAGEMENT



The day-to-day duties of ECN are overseen by a passionate group of fully committed individuals, who ensure that the ECN fulfils its mandate.

The management of ECN is very focused on striking a balance between achieving the Commission's mission and doing so in a responsible manner, given the current challenging economic climate. It is the engine and the implementation organ of the ECN as mandated.



From left to Right: Ms Lina Ndengu (Manager: Corporate Communications and Marketing), Mr Charles Matengu (Deputy Director: Security and Risk Management), Mrs Josefina Muhapi (Deputy Director: General Services), Ms Zenia Klazen (Deputy Director: Planning & Registration) , Mr Petrus Shaama (Director of Operations), Mr Bornwell Nzhengwa (Manager: ICT), Mrs Marilyn Kazetjikuria (Deputy Director: Democracy Building)



5

PERSPECTIVE ON OUR PERFORMANCE AND OPERATIONAL REVIEW

5.1 INTRODUCTION

- 5.1.1 Our Key Goals and Strategic Objectives
- 5.1.2 Institutional Performance
- 5.1.3 Office Of The Chief Electoral And Referenda Officer
- 5.1.4 Division: Legal Services
- 5.1.5 Division: Internal Audit Section
- 5.1.6 Division: Security & Risk Management
- 5.1.7 Division: Corporate Communications And Marketing

5.2 DIRECTORATE OPERATIONS

- 5.2.1 Division: Planning and Registration
- 5.2.2 Division: Democracy Building
- 5.2.3 Division: Information Technology

5.3 DIVISION: GENERAL SERVICES

- 5.3.1 Subdivision: Finance
- 5.3.2 Subdivision: Human Resources (HR)
- 5.3.3 Subdivision: Auxiliary Services

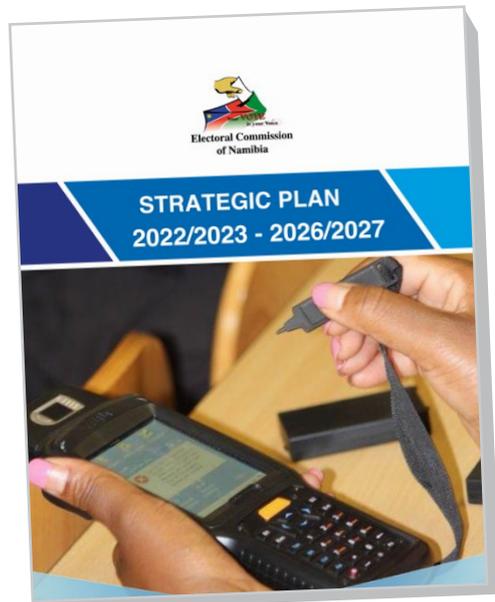
5. PERSPECTIVE ON OUR BUSINESS OPERATIONAL REVIEW

5.1 INTRODUCTION



The Commission in terms of Section 17 of the Electoral Act appoints the Chief Electoral and Referenda Officer (CEO). The CEO is the head of administration and is the Commission's Accounting Officer. The office of the CEO is responsible for the overall strategic management of the Commission and is accountable for the implementation of the Commission's strategic priorities and directives. Furthermore, he is responsible for overseeing the overall coordination and implementation of the ECN's strategic objectives, outputs and overall operations and policies. Furthermore, the office is responsible for overseeing 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.

To enable the Commission to smoothly manage and deliver credible elections and referenda as per its constitutional mandate, the ECN has developed a Strategic Plan covering the period 2022/2023 -2026/2027 to guide the performance of its functions.



The Strategic Plan outlines three (3) strategic goals. These are:

1. **Goal 1:** Establishing an effective electoral system in Namibia.
2. **Goal 2:** Managing an efficient electoral management body.
3. **Goal 3:** A Commission that is delivering a digitally innovative ECN with secure data systems.

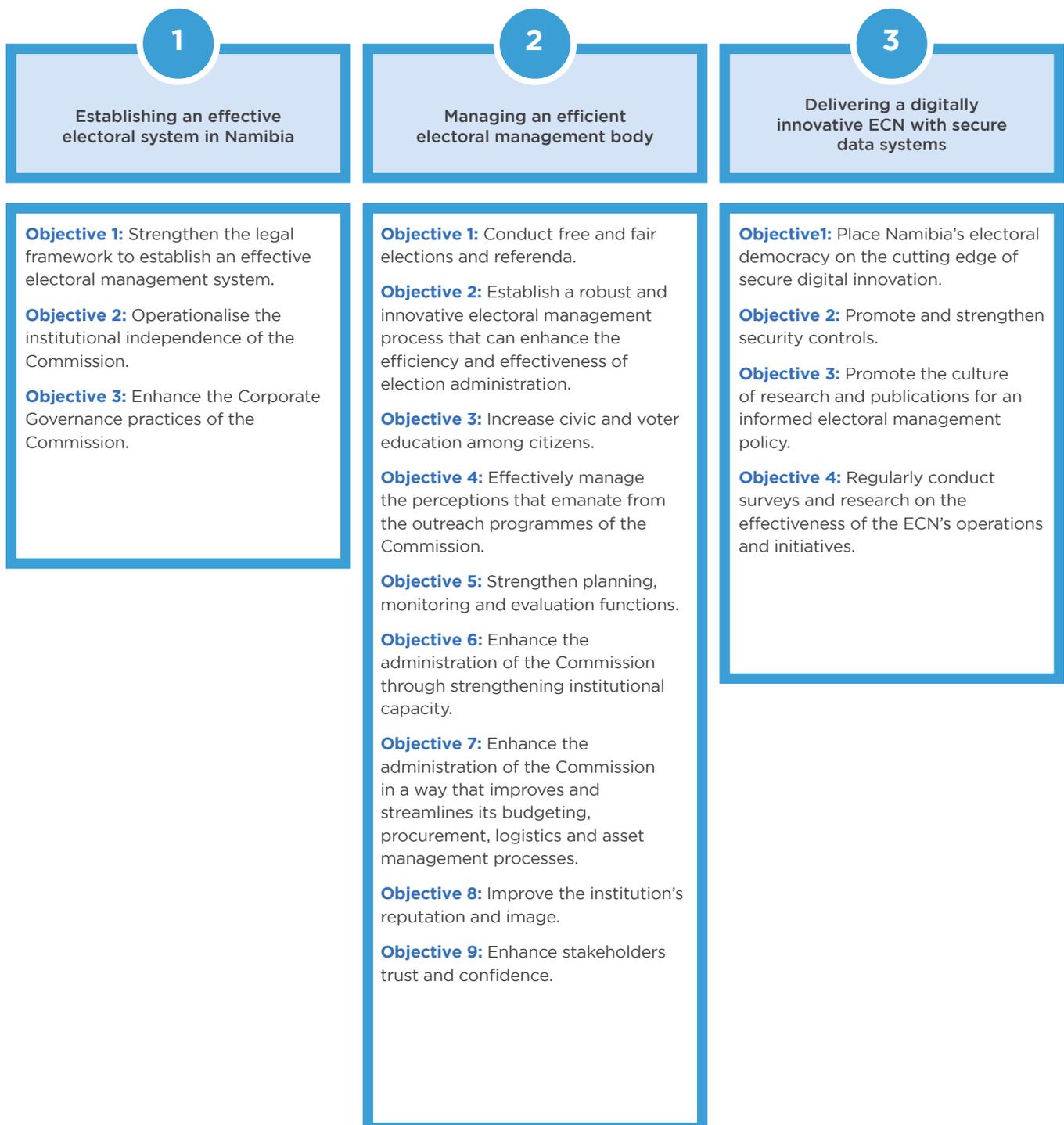
These Goals are aligned with the changing political dynamics and the realities of the emerging political landscape in Namibia. The Strategic Plan (2022/2023 - 2026/2027) provides detailed specific tasks to be performed by the Commission with clear outcomes, performance indicators, and an indication of responsible centres for effective implementation.

To track the performance on the delivery of these goals, the performance management system was introduced and implemented during the reporting period. The Strategic Plan was developed after broad consultations and involvement of various stakeholders.

5.2 OUR KEY GOALS AND STRATEGIC OBJECTIVES

The following key goals and strategic objectives were identified in line with the ECN's contextual analysis of the Vision, Mission and Values. Strategic initiatives are spelt out in the Implementation Matrix for each of the objectives formulated as part of the tactics, (*i.e. critical success factors*), to achieve the broad goals of the strategic plan (see Table 8). The key goals, objectives and initiatives adopted in this Strategic Plan will enable the Commission to drive towards the desired direction.

Figure 5: Key Goals and Objectives



5.3 INSTITUTIONAL PERFORMANCE

5.3.1 OFFICE OF THE CHIEF ELECTORAL AND REFERENDA OFFICER

The Chief Electoral and Referenda Officer (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 of the Commission and it monitors the implementation of Commission strategic priorities and directives. The office monitors the overall coordination and implementation of the ECN's strategic objectives, outputs and overall operations and policies. The office oversees the day-to-day running of the entire operation, financial management, optimal utilisation of the allocated resources and ensuring that resources are adequately managed to enable the ECN to fulfil its mandate.

SUMMARY OF ACTIVITIES CARRIED OUT DURING THE 2022/23 FINANCIAL YEAR

i. 2022/2023 Annual Management Plan

The 2022/2023 Annual Management Plan (AMP) was developed and successfully implemented by all divisions, despite some challenges. Implementation of the plan was monitored and quarterly reviews were done to evaluate performance against set targets and performance indicators. The 2022/2023 AMP was developed in line with the 2022/2023 - 2026/2027 Strategic Plan.



The 2022/23 AMP was the first of its kind, where the Commission endorsed a plan that is based on a monitoring tool that has in-built capacity to produce an annual report for the institutional performance score, a challenge that the Commission has been facing for many years.

ii. Implementation of the Performance Management Policy

During the previous Financial Year, the Commission endorsed the Performance Management Policy (PMP). The PMP provides the governance framework and procedures to enable the ECN to assess how its vision, mission and strategic objectives will be realised over the planning period. Through the Commission's PMP, efforts will be made to measure the overall institutional, departmental, and individual performances based on the targets and outcome indicators outlined in the Strategic Plan, Annual Management Plan and individual Performance Agreements of staff members.



With the implementation of the PMP, all employees of the ECN signed performance agreements (PAs) for the first time in history. PAs were cascaded from the 2022/2023 AMP which is informed by the implementation matrix outlined in the 2022/2023 - 2026/2027 Strategic Plan.

Performance reviews as per the PA's is to be reviewed after every six months. However, the PMP implementation was coupled with many challenges because it was the first time that signing of PA's was rolled out throughout the entire institution. Throughout the PMP implementation, it became evident that the institution lacks adequate capacity in the area of institutional performance management, a challenge that is still evident till date.

iii. Governance and Policy Mandates

In its drive to attain operational independence as guaranteed in the Constitution of the Republic of Namibia in Article 94B and Section 4 of the Electoral Act, Act No. 5 of 2014, the ECN developed and approved a number of operational policies and key governance documents to improve its oversight on governance. Effective governance is important in providing transparent and accountable management and oversight of any entity.

The Commission's role within the Namibian democratic system means that it must uphold the highest standards of governance and of accountability for how it uses its resources and delivers against its plans.



iv. Corporate Communications Strategy & Stakeholder Engagement Strategy

To ensure effective communication building awareness and reputation as well ensuring consistence in its communication activities, ECN developed and approved a corporate communication strategy. The strategy will help to ensure that the right messages are conveyed to right audience in a convinient way. Furthermore, the strategy provide a framework for consistent communication across different channels and plaforms. In addition, the strategy aims to build awareness about ECN, its services and values in order to forge positive public perception and enhance its reputation.

Subsequently, ECN developed and implemented a stakeholder engagement strategy as a guide to strengthen its collaboration with stakeholders. Through sound relationships with stakeholders, ECN aims to gather insights, ideas, and feedback from various stakeholders at all levels of decicion-making to ensure inclusivity. It is our firm believe that engaging with our stakeholders at various levels will gain us trust, credibility, enhanced reputation and reduce risks by creating shared value for both the institution and its stakeholders.



v. ICT Policy

The development of the ICT Policy is aimed at providing mechanisms for securing information systems assets (personnel, data, hardware, software and communication channels). In addition, it provides guidance on how to handle third party access to organisational resources without compromising institutional security.

vi. Security Policy Standard Operating Procedures

In its quest to operationalise the Security Policy, the Standard Operating Procedures were developed. The Standard Operating Procedures is meant to set clearly defined responsibilities of the Security and Risk Management Services division in charge of the implementation of the protective security measures described in the internal Security Policy of the ECN.

vii. 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 built to share and keep 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 Electoral 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 all elections. During the year under review, the Commission engaged the members of the PLC on several occasions to discuss various issues as depicted in the table below:





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

DATE OF MEETING	PURPOSE OF THE MEETING
02 June 2022	<ul style="list-style-type: none"> To discuss the 5th Draft Electoral Amendment Bill Update on Swakopmund Constituency by-election Political Party Compliance
21 October 2022	<ul style="list-style-type: none"> Moses Garoëb Constituency by-election (informing members of the vacancy and sharing information)
15 December 2022	<ul style="list-style-type: none"> Briefing on Moses Garoëb Constituency by-election
13 February 2023	<ul style="list-style-type: none"> Update on Okaku Constituency By-Election Update on Missing Laptops
27 February 2023	<ul style="list-style-type: none"> Update on Okaku Constituency By-Election Update on Keetmanshoop Rural Constituency By-Election

viii. Political Party Funding Compliance

In terms of the Electoral Act, 5 of 2014, all registered political parties/organisations must comply with sections 139, 140 and 141 of the Act, and all political parties who are represented in parliament must comply with Section 158. These sections stipulate specific timelines which must be adhered to, and linked to the end of a political party's/organisation's financial year.

In terms of abovementioned sections, political parties are obliged to submit the following annually: An audited financial statement in terms of Section 140, Form 33 and Form 34, in terms of Section 139 and 141, as well as an audit report in terms of Section 158.

According to the records of the Electoral Commission of Namibia, the submissions of political parties are as follows:

Political Parties Audited Financial Statements Submitted 2022/23 Financial Year

SUMMARY OF POLITICAL PARTIES SUBMISSION - 2022/23 FINANCIAL YEAR

Name of Political Parties	Date of Opening of National Assembly	Submission of Declaration of Assets and Liabilities, Form 33 - All political parties (Section 139)	End of Party Financial Year	Due date of Submission Financial Statements	Audited Financial Statements - All Political Parties (Section 140)	Disclosure of Foreign and Domestic Financing of political parties, organisations or other persons, Form 34 - (Section 141)	Form 34 - Section 141	Due Date for Disclosure of Public Funding (Section 158)	Submission of Audit Report (Political Parties represented in parliament)	Notes
All People's Party (APP)		Submitted	31 March	30 September	Not submitted		Submitted	30 June	Not submitted	
Christian Democratic Voice (CDV)		Not Submitted	30 September	31 March	Not submitted		Not Submitted	31 December	Not submitted	
Congress of Democrats (COD)		Submitted	Not Available	Not Available	Not submitted		Not Submitted	Not in Parliament	Not in Parliament	
Democratic Party of Namibia (DPN)		Not Submitted	Not Available	Not Available	Not submitted		Not Submitted	Not in Parliament	Not in Parliament	
Independent Patriots for Change (IPC)		Submitted	31 December	30 June	Not submitted		Submitted	Not in Parliament	Not in Parliament	Submitted statements for 2022 until Jun 2022 only due 30 June 2023
Landless People's Movement (LPM)	08 February 2022 - Due date for submission all political parties 01 March 2022	Submitted	30 June	31 December	Not submitted		Submitted	30 September	Not submitted	
Monitor Action Group (MAG)		Submitted	30 March	Due 30 September 2022	Not submitted		Submitted	Not in Parliament	Not in Parliament	
National Democratic Party of Namibia (NDP)		Not Submitted	Not Available	Not Available	Not submitted		Not Submitted	Not in Parliament	Not in Parliament	
National Empowerment Fighting Corruption (NEFC)		Submitted	31 December	30 June	Not submitted		Not Submitted	Not in Parliament	Not in Parliament	
Namibia Economic Freedom Fighters (NEFF)		Not Submitted	31st March	30 September	Not submitted		Not Submitted	30 June	Not submitted	
National Patriotic Front of Namibia (NPF)		Not Submitted	Not Available	Not Available	Not submitted		Not Submitted	Not in Parliament	Not submitted	
National Unity Democratic Organisation of Namibia (NUDO)		Submitted	31 March	30 Sep	Not submitted		Submitted	30 June	Not submitted	

SUMMARY OF POLITICAL PARTIES SUBMISSION - 2022/23 FINANCIAL YEAR

Name of Political Parties	Date of Opening of National Assembly	Submission of Declaration of Assets and Liabilities, Form 33 - All political parties (Section 139)	End of Party Financial Year	Due date of Submission Financial Statements	Audited Financial Statements - All Political Parties (Section 140)	Disclosure of Foreign and Domestic Financing of political parties, organisations or other persons, Form 34 - (Section 141)	Form 34 - Section 141	Due Date for Disclosure of Public Funding (Section 158)	Submission of Audit Report (Political Parties represented in parliament)	Notes
Popular Democratic Movement (PDM)		Not Submitted	31 March	30 September	Not submitted		Not Submitted	30 June	Not submitted	
Rally for Democracy and Progress (RDP)		Not Submitted	28 February	31 August	Not submitted		Not Submitted	31 May	Not submitted	
Republican Party (RP)		Submitted	28 February	31 August	Submitted		Submitted	31 May	Submitted	
SWANU of Namibia		Submitted	28 February	31 August	Not submitted		Submitted	31 May	Not submitted	
SWAPO Party of Namibia (Swapo Party)		Submitted	31 March	30 September	Not submitted		Submitted	30 June	Not submitted	
United Democratic Front of Namibia (UDF)	08 February 2022 - Due date for submission all political parties 01 March 2022	Submitted	31 March	30 September	Not submitted		Submitted	30 Jun	Not submitted	Financial year changes every other time
United People's Movement (UPM)		Submitted	31 March	30 September	Not submitted		Submitted	Not applicable	Not in Parliament	
Workers Revolutionary Party (WRP)		Not Submitted	Not Available	Not Available	Not submitted		Not Submitted	Not applicable	Not in Parliament	
Democratic Coalition of Namibia (DCN) - Dormant		Not Submitted	Not Available	Not Available	Not submitted		Not Submitted	Not applicable	Not in Parliament	
Federal Convention of Namibia (FCN) - Dormant		Not Submitted	Not Available	Not Available	Not submitted		Not Submitted	Not applicable	Not in Parliament	
Namibia Democratic Movement for Change (Namibia DMC) - Dormant		Not Submitted	Not Available	Not Available	Not submitted		Not Submitted	Not applicable	Not in Parliament	

*At the time of going to print, the submission of financial statements for the 2022/23 Financial Year, was not included as the parties are required to submit within the period of up to six months after the end of the respective Financial Years.

NB: None of the political parties have published their financial statements

ix. COMPLIANCE WORKSHOP WITH STAKEHOLDERS



ECN conducted a one-day workshop in collaboration with the Anti-Corruption Commission, Public Accountants' and Auditors' Board and the National Assembly on political party compliance. The ECN continued to face challenges with enforcing some of the provisions pertaining to the regulating of political party and organisation/association financing and compliance. The workshop held on 21 September 2022, was initiated by the Commission mainly to discuss the challenges regarding compliance with Sections 139, 140, 141, and 158 of the Electoral Act, Act No.5 of 2014. The aforementioned institutions presented topics addressing the specific issues relevant to their respective mandates. The information sharing platform enabled stakeholders to better understand the legal requirements of political party financing and obligations placed upon them including the element of accountability. The workshop was attended by representatives of registered political parties and associations.

5.1.4 DIVISION: 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. In addition, 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. 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.

The only outstanding legal matter, is the case, which started in 2020, and the judgement was only delivered in 2022. It was the case of Charmaine Tjirare and Another vs the Chairperson of the Electoral commission of Namibia and 28 Others, Case no. EC 2/2020, delivered on 13 July 2020, which was appealed and subsequently adjudicated in the Supreme Court, and reported there as follows: PDM and 6 Others vs the Chairperson of the Electoral Commission of Namibia and 23 Others - Case no SA 59/2020; Electoral Commission of Namibia vs Charmaine Tjirare and 27 Others - Case no SA 65/2020, and the judgement was delivered on the 30th of May 2022.

5.1.5 DIVISION: INTERNAL AUDIT



The internal audit division is tasked with the provision of auditing services designed to add value and assist the institution to meet its strategic goals. The division evaluates governance, risk management and control effectiveness and provide management and the Commission assurance that the controls in place are adequate to respond to the risks that threaten the institution and ensure compliance with relevant legislations with a view to enhance the integrity and efficiency of the Commission's system of internal control and financial reporting.

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). However, no audits were conducted during the year under review as the former incumbent in the position of Internal Auditor Grade 8 was transferred to another Ministry. Consequently, the institution initiated the process to employ the Deputy- Director Internal Audit.

5.1.6 DIVISION: SECURITY & RISK MANAGEMENT



The Division Security and Risk management is responsible for the management, maintenance, control and monitoring of security services and systems. Additionally, the division is entrusted with providing the Commission with guidance, support and expert advice concerning risk and security.

a) Risk Assessment and Management

Extensive work was done in the department and the Commission approved a Risk Management policy with the Risk Management Strategy (RMS) outlining the overall approach to risks impacting the attainment of the Commission's vision, mission and strategic objectives. The strategy ensures that risk management is embedded within the daily operations of the Commission, from strategy and policy formulation to strategic leadership, strategic management and operational levels.

b) Security Management

The division developed a Security Policy for approval and implementation. In addition, standard operational procedures (SOP) on security management were developed and implemented.

As a result of the implementation of the policy and SOP, the rollout of the access control system was successfully installed and activated at head office. Access control system will be rolled out to ECN offices across the country in phases.

Furthermore, the division continues to sustain the relationship with the Namibian Police Force security personnel stationed at ECN premises to enforce the security at the office.

In the next financial year, the division aims to recruit a Security Operation Officer to continue enhancing security within ECN.

5.1.7 DIVISION: CORPORATE COMMUNICATIONS AND MARKETING

The Corporate Communications and Marketing division coordinates the internal and external communication function as well as manages ECN's brand in its efforts to strengthen electoral democracy and ensure free and fair elections. In addition, the division ensures enhanced participation in the electoral process by engaging the public using various media platforms as well as facilitating stakeholder engagements.

In terms of Section 4(2) of the Electoral Act (Act 5 of 2014), the ECN is required to establish and maintain liaison and cooperation with political parties, the media and the public. The ECN's communication function is targeted towards informing and educating the electorate and the general public about various organisational and operational activities. During the reporting year, the following activities were conducted.

MEDIA RELATIONS

Maintaining an open and transparent relationship with the media is crucial to both managing the flow of information to the public as well as the reputation of the ECN. During the period under review, the division conducted different media activities to complement other divisions in the operational activities of the ECN in support of the three (3) By-elections. Given the critical role of the media in information dissemination and feedback, the ECN considers the media as a key stakeholder and enabler.

In order for elections to be considered free and fair and to provide a pure reflection of the majority of the citizenry, it is critical for the populace be informed about the importance of the voting process and the logistics surrounding it. The communication plan was linked to the electoral timetables for each by-election conducted and had specific activities and outcomes.

Activities included the following:



- Issuing media releases and stakeholder engagements
- Radio and television interviews
- Digital capturing of events for record keeping
- Social media post on Facebook and Twitter

Stakeholder Engagements



The ECN's goal is to provide effective communication in a timely manner, through a variety of communication channels to ensure that information is received by all ECN stakeholders. This enables them to contribute their views and opinions, which can be reflected in the ECN's decision-making.

The Commission continue to strengthen the important processes of fostering relationships between the ECN and its key stakeholders, whereby ECN shares information, consults, involves, collaborates, and actively encourages constructive feedback to help shape the planning and delivery of services and electoral decisions.

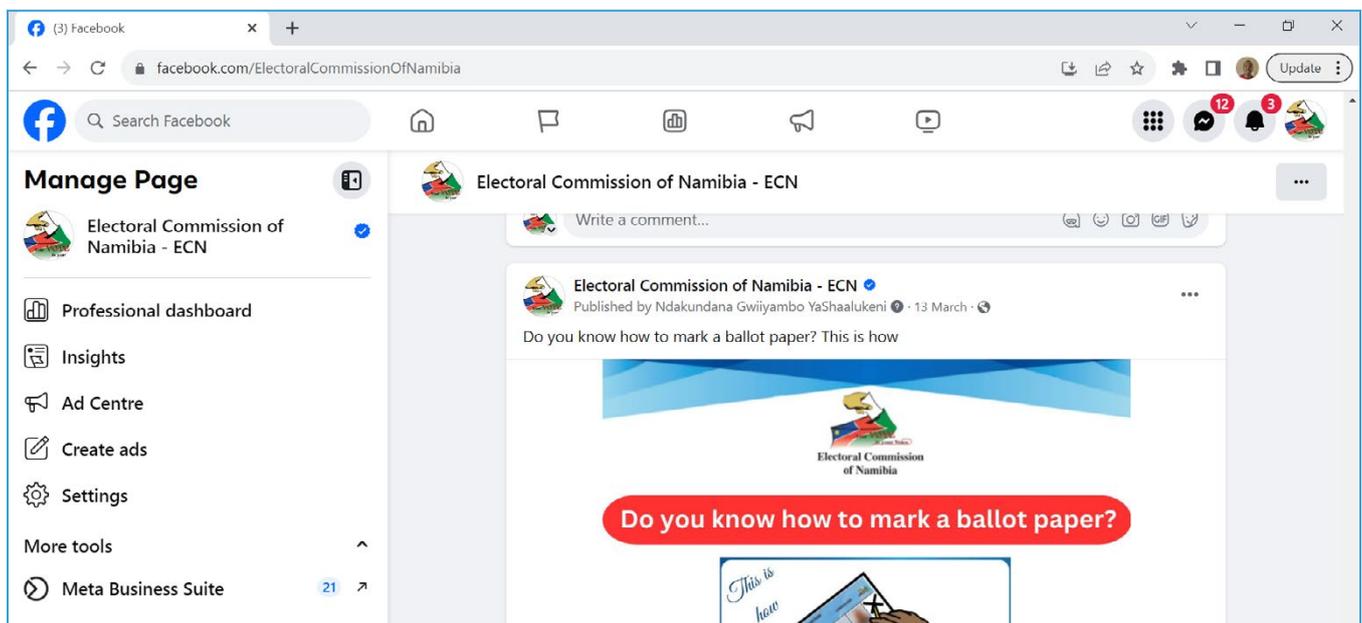
Consistent engagement with stakeholders opens up opportunities to build confidence and for the acceptance of election results, therefore legitimizing the administration of electoral processes to enhance transparency in its electoral processes.

During the year under review, the Commission has consistently engaged with public and private stakeholders such as:

- Political Parties
- Civil Society Organisations
- The Media
- Parastatals and private entities

Social Media

During the 2022/2023 financial year, the Commission used social media to communicate faster and reach citizens and eligible voters in a more targeted manner and vice versa without the intermediate role of mass media. Timely and accurate information on elections was communicated.



Media Monitoring

Monitoring a variety of print, broadcasting and digital media to get an understanding of how ECN is being perceived and adhesively correct misinformation is fundamental to the function of the division. In this regard, the division constantly monitor reports in all media on a regular basis.

5.2 DIRECTORATE: OPERATIONS



The management, administration, and conduct of elections fall primarily under the purview of the Directorate of Operations, comprising two Divisions: Planning and Registration (PR) and Democracy Building (DDB).

5.2.1 DIVISION: PLANNING AND REGISTRATION

By utilising sustainable systems, people, and processes, the Division of Planning and Registration (PR) facilitates the participation of voters in regular and free elections. The division's primary responsibilities includes providing effective services related to the upkeep of the national voter register as well as planning and coordinating events for Election Day, SRV, and management of election results. Furthermore, the Division is tasked with the responsibility to establish robust and innovative electoral management processes to enhance efficiency and effectiveness of election administration.

5.2.1.1 MAINTENANCE OF THE NATIONAL VOTERS REGISTER

In its efforts to strengthen the voters' register management processes and systems, the Commission has introduced several initiatives to enhance the credibility of the voter registration processes and maintenance of the national voters register as outlined below:

- **Voter registration processes re-engineered**

In 2022, the ECN and MHAISS commenced engagements on a formalising a Collaboration Agreement. The agreement aims to develop and maintain an electronic interface through a secure pathway to transfer data from the MHAISS to ECN to ensure verification and confirmation of identity, voting age, citizenship and eligibility of a voter as well as ensuring timely transfer of death registration data.

The agreement strives to achieve two key objectives aimed at enabling electronic verification eligibility and sharing of birth and

death registration data, residential addresses, and contact details of voters through applying aggressive short-term and long-term strategies.

The first objective, which is short-term oriented, deals with activities to be executed to lay a foundation for the use of the Namibian Identity (ID) document as the only legal document to be used by each eligible Namibian to register as a voter.

The second objective, which is long-term oriented, deals with critical activities aimed at ensuring full integration of the two systems (Voter Registration System and National Population Registration System) in a long run.

A Draft Collaboration Agreement, Draft Concept Note, and Implementation Plan were developed for consideration and approval. The project is expected to be executed during the 2023/24 Financial Year.

- **Upgrade of the Biometric Voter Registration System**



During 2010 - 2013, ECN migrated from the manual paper-based voter registration system to a Customer-Made digital biometrics voters register system, referred to as Mobile Voters Register System (MVRS). This system was specifically designed and developed for the management of the ECN Voters Register of which its "Architectural Application" remains purposeful for life. The current system was uniquely designed for Namibia's voter registration system and is not readily available on the market. The design and development of this system was based on the benchmark study undertaken on three (3) countries in the Southern African Development Community (SADC) region around 2009 - 2010, namely; Lesotho, Mozambique, and South Africa which informed the decision of acquiring the current MVRS in Namibia.

The current voters' registration system is comprised of Laptops and Printer Kits as well as accessories such as cameras, fingerprint readers, voter cards, voter-signature pads, and the Windows Operating System, referred to as "Mobile Voter Registration Kits" (MVRKs). The system was introduced and rolled out in 2014 during the conduct of the GRV and it is still effective to date. Since its inception, the system enabled ECN to consistently produce and maintain a credible national voter's register. However, some of the accessories (i.e. laptops and printers) for this system are no longer fit for use as they have exceeded the required economic life span of five (5) years after having been operational for over nine (9) years.

The continued use of the current equipment (i.e. laptops and printers) has the potential for the ECN to run high risks. During the era of managing a manual paper-based voter registration system, the credibility of the national voters' register has been a contested issue by the political parties, often culminating in electoral challenges before Election Day. It is however, a proven fact that ECN has over the past years managed to keep and maintain credible national voter registers consistently using the MVRS without any electoral court challenge over the accuracy or credibility of the national voters' register, and wants to maintain that electoral gain.

Moreover, the key challenge being experienced is that the MVRS fell short of key functional areas such as the non-integration of the process of voter registration, voting, and managing election results resulting into the three applications operating as stand-alone systems. The non-integration of the process of registration of political parties and organisations makes the process manually unmanageable.

In our efforts to maintain continuous improvement on the existing voter registration system, a review and analysis of the level of technical and functional capacity of MVRS concerning other election-related systems in preparation for the 2024, GRV and beyond was undertaken during the reporting period.

The ultimate goal of the review exercise was to ensure that all other existing and additionally required election-related applications (systems) are aligned and integrated into the MVRS. The scope of this technical review fundamentally culminated in the need for the upgrade of the applications for the current MVRS to enable ECN to retain its own customer-tailored system as well as upgrading it to an "Integrated Solution" interfacing the voters' registration, nominations, registration of political parties, verification of voters, voting, election results management module (application) rather than acquiring a new system. The project is expected to be finalised during the 2023/24 Financial Year.

- **Reintroduction of the continuous registration of voters (CRV)**



Section 39 of the Electoral Act, No.5 of 2014 makes provision for the conduct of continuous voter registration. It stipulates that for the inclusion in any voters' register of persons who are qualified for registration as voters but are not so registered, any such person may apply for his or her registration within Namibia, if not during any subsequent general registration or supplementary registration, at any other time, except during a period of suspension contemplated in Sub-Section (4).

ECN is obliged to establish, in terms of Section 19, regional and constituency offices to be headed by a Chief Regional Officer appointed by the Commission and who must be assisted by permanent and temporary staff as provided for in Section 18(17). The Chief Regional Officers are, in terms of the Act, amongst others responsible to supervise and coordinate the registration of voters in respect of, and voting at any election in a region concerned.

However, due to the moratorium imposed by the Government to contain the public service wage bill the Commission has not been able to establish and appoint permanent Chief Regional Officers or any other officers as provided for in terms of the Act. Hence, the suspension of the conduct of the CRV during 2015 for an indefinite period as per terms of Section 39(5).

As part of the ongoing review of the current voter registration methods aimed at analysing and reforming the conduct of voter registration in the country, the Commission approved the appointment of Chief Regional Officers (Regional Electoral Officers) in the next financial year to enable the reintroduction of the continuous voter registration process.

In addition, voter education officers (VEO) were trained on the conduct of registration with a view to carry out this function in the near future.

Nevertheless, the implementation of the conduct of the continuous voter registration process could not be achieved based on the challenges outlined above.

- **Establishment of permanent registration/polling venues**

The primary infrastructure that is required to support an election is an extensive registration/polling station network. Over the past years, the identification and establishment of registration and polling stations have been conducted on an ad-hoc basis due to unavailability of permanently established registration and polling stations in the regions. The challenge that this imposes is that temporary election officials are required to identify registration & polling stations prior to the conduct of any election. Furthermore, the tremendous increase in the number of mobile polling stations over the years has also placed an enormous constraint in terms of resources required. These ad-hoc arrangements have resulted in the uneven distribution of polling stations and created many challenges for the efficient implementation of electoral processes.

The majority of venues utilised as registration and polling stations internationally include schools, tertiary institutions, religious establishments, and public institutions such as community halls/centre as these venues serve as common reference points in communities. To this end, the Commission aims to establish long-term strategic partnerships with the relevant institutions to ensure efficient accessibility of voters during the conduct of any registration or polling exercise and facilitate the

planning for the conduct of these events. In cases where permanent structures are not available in a given locality, temporary facilities such as tents will be continuously deployed to facilitate the process. However, particularly in urban areas, a concerted effort must be considered to reduce the use of temporary facilities (i.e. tents), due to potential security risks for election officials and materials.

To address this challenge, the identification and establishment of a registration/polling centre will be undertaken through a four-phase approach. During the reporting period, extensive consultations have been undertaken with Regional Councils as the primary stakeholder to discuss and agree on the establishment of permanent registration and polling stations within a given region/constituency/local authority area, using the current database of previously used facilities as a benchmark. Regional Councils as the lead Government institutions on a regional level have been identified for consultation purposes and

also to gain input on the proposed registration/polling centre used in the past. The number of registration/polling stations will be established based on the guidelines as outlined in the Electoral Operations Policy.

The remaining phases will be executed in the 2023/2024 financial year. This will include physical inspections of the venues, as well as the completion of an evaluation criterion by Voter Education Officers. This approach will assist in determining needs assessment for the operationalisation of registration/polling stations. Thereafter, the final selection and completion of an MoU with venue owners and lastly the plotting and numbering of the registration/polling centre with the assistance of the Office of the Surveyor General and the establishment of a database for future permanent registration/polling centre will be undertaken.

- **Maintenance of the national voter register**

A national common voters' register is one of the pillars of our constitutional democracy. Therefore, ECN is legally obliged to compile and maintain the voters' register, providing all eligible voters the opportunity to register, verify their registration details or update their registration details where applicable, to ensure the accuracy of the voters' register. Through the use of an Automated Fingerprint Identification System (AFIS), our voter registration systems ensures that, no voter is registered in more than one constituency.

During the reporting period, the main activities undertaken included the capturing of newly registered voters, verifying new data against the existing voters roll to eliminate duplicate entries, removal of deceased voters, and issue of duplicate voter registration cards.

The table below provides figures of newly registered voters and issuing of duplicate voter registration cards, change of addresses as well as duplicate cards issued for the conduct of the three by-elections held.

Constituency	New applicants	Change of Address	Duplicate cards issued	Final Voters Register
Swakopmund	795	1330	685	37 406
Moses Garoëb	435	494	619	42 135
Okaku	391	395	309	10 920
Keetmanshoop Rural	308	145	85	6 675

- **Removal of deceased voters and issuance of duplicate cards**

The total number of deceased persons removed and duplicate cards issued at the ECN Head Office during the reporting period are provided in the table below.

NO.	REGION	DECEASED PERSONS	DUPLICATE CARDS ISSUED
	Kharas	457	4
	Erongo	606	15
	Hardap	559	7
	Kavango East	446	4
	Kavango West	283	6
	Khomas	1201	271
	Kunene	310	5
	Ohangwena	1207	6
	Omaheke	445	6
	Omusati	1327	19
	Oshana	787	10
	Oshikoto	829	14
	Otjozondjupa	671	20
	Zambezi	345	2
	TOTAL	9473	391

5.2.1.2 LOGISTICS MANAGEMENT

The Logistics section provides support services in terms of electoral supplies and logistics. As the institution in charge of managing elections, careful analysis of the viability of all election operations, especially concerning the evaluation of the material requirements for elections and how it may impact the execution of any electoral activity is imperative. The successful conduct of elections requires careful planning due to its operational complexity.

- **Logistics management & facilities enhanced**

The logistics section undertook a stock-taking exercise as per the Treasury Instructions and Electoral Roadmap 2024 to all regional depots (containers) as it prepared for the conduct of the upcoming electoral cycle, particularly the GRV and Presidential and National Assembly Elections (PNA).

This exercise was designed to assist the Division compile a thorough assessment of the need for election equipment and to prepare a thorough report on electoral expenditures for the timely acquisition of all necessary equipment in the financial years leading up to the 2024 election cycle. This activity is furthermore in line with the establishment of permanent registration/polling venues that would ultimately result in a needs assessment depending on the number of registration/polling stations to be established in each constituency.

To this effect, a needs assessment template has been introduced. In addition, some of the activities carried out during the period under review but are not limited to:

- Destruct and shredding the old manual voters register books;
- Repair of broken tables and chairs; and
- Cleaning the main warehouse at the Government Garage and removal of redundant equipment and materials for auction in terms of Treasury Instructions.

5.2.1.3 STANDARD OPERATING PROCEDURES

In line with reviewing the Standard Operating Procedure (SOP) which is a document outlining the standards, guidelines, and procedures required in dealing with different processes within the framework of the conduct of any given election, the following processes have been piloted during the conduct of by-elections held during the reporting period.

a) Ballot paper distribution and allocation sheet

Reconciliations of ballot papers at various stages of the process, most importantly on delivery of ballot papers to voting stations, at the close of voting, and the completion of the count, are mandatory for quality assurance. To advance the quality control of ballot papers, the methods of packaging of ballot papers have been reviewed. Ballot papers are now packaged in standard packs to simplify the reconciliations and allocation to polling teams. Political parties are provided with copies of ballot paper distribution and allocation sheets for their verification and reconciliation at all stages of the process.

b) Introduction of voting streams and polling booths



Time spent waiting to vote is often the major factor that voters remember when reflecting on their voting experience. Having to endure a long or disorderly wait to vote can be a significant negative factor in voters' perceptions of the efficiency and integrity of the election.

Instituting effective crowd and queue control measures within potential high-congested areas/polling stations, voting streams have been piloted during the conduct of the Swakopmund and Moses ||Garoëb Constituency by-elections held during the period under review. To this end, more than one polling station have been established at a particular venue, especially at schools where facilities were available. This practice yielded positive results and will be implemented in the future to promote the efficiency of voting services. Long queues for voting are not necessarily the only problem. Slow-moving queues, no matter what length, must be avoided.

To address this challenge and enhancing voting experience, the introduction of more than one polling booth inside a polling station have been introduced. The exercise was piloted during the conduct of the Okaku Constituency by-election and it proved to be efficient. However, one of the determining factors for implementation will be the size of the polling station.

c) Conduct of the by-elections



During the reporting period, three (3) by-elections were conducted following the vacancies that occurred in Swakopmund, Moses ||Garoëb, and Okaku Constituencies respectively. The vacancies for Moses ||Garoëb and Okaku Constituencies occurred due to the death of sitting councillors. Whereas, for the Swakopmund Constituency, the election occurred as result of the expulsion of the Councillor by the political party.

A performance assessment of all three by-elections was undertaken under Section 116 of the Electoral Act and the figures are outlined in the table below.

Constituency	Date vacancy occurred	Election Dates	Registered Voters	Votes cast	% voters turnout
Swakopmund	16 May 2022	12 August 2022	37 406	9 974	26.7%
Moses Garoëb	09 October 2022	6 January 2022	41 197	4 822	11.7%
Okaku	19 December 2022	17 March 2022	10 920	4 485	41.07%
Keetmanshoop Rural	14 February 2023	15 May 2023	6 675	To be conducted in the 2023/24 FY	

DIVISION: DEMOCRACY BUILDING

5.2.2.1 OVERVIEW

The division is responsible for general voter and civic education. It aims at providing voter and civic education using different channels suitable to the electorate.



5.2.2.2 AIMS AND OBJECTIVES

- To build capacity on civic and voter education;
- To provide information on registration of voters, voting process and regulations;
- To create political and democratic awareness among the communities and the public at large;
- To provide information and education on electoral systems and processes;
- To design and produce voter education materials relevant to electoral activities for ease of reference; and
- To encourage popular civic participation in the electoral processes, before, during and after any electoral activities (registration of voters, polling, boundary clarifications of constituencies and regions amongst others).

5.2.2.3 VOTER AND CIVIC EDUCATION PROGRAMMES UNDERTAKEN

i) Civic and Voter Education



Collectively, two thousand and thirty-one (2231) civic education sessions were conducted across all 14 political regions.

These sessions are aimed at educating the public and the electorates on the following themes: (1) the Constitution, (2) fundamental human rights and freedoms, and (3) Citizenships (as enshrined in the Constitution of the Republic of Namibia) as well as (4) the importance of civic education in a democratic society. The turnout of the public at sessions was encouraging, more especially at schools, institutions of higher learning, ministries and companies.

Information aid such as print information materials, radio live reads, as well as face-to-face sessions are used at during the sessions.

Due to budgetary constraints, these sessions were limited to areas closer to towns to cut cost on fuel, DSA and overtime claims. To curb the cost of travelling, the division will consider maximising the use of cost-effective media channels such social media and electronic media (radio) to expand its reach to the target audience in the next financial year.

ii) Voter education campaigns initiated and conducted during by-elections



During the period under review, ECN conducted three (3) Regional Councils' by-elections for the following Constituencies: (1) Swakopmund Constituency, the Erongo Region, (2) Moses ||Garoëb Constituency, Khomas Region, and (3) Okaku Constituency, Oshana Region. These entire electoral schedules were preceded by voter education campaigns to sensitise public about the registration and polling processes as well as encouraging registered voters within the jurisdictions of these constituencies to participate in the elections. Print information materials, radio live reads, as well as face-to-face sessions aided the sessions.

Due to the vastness of the regions, temporal reinforcement of Voter Education Officers (VEOs) from other regions is always necessitated to assist with the conduct of information and voter education campaigns as well as ensuring that the communities within these constituencies are covered within the prescribed times.



5.2.3 DIVISION: INFORMATION TECHNOLOGY



The Information Technology (IT) division is responsible for the implementation, maintenance and technical support for all technological functions within the ECN. These include all computer hardware and software, servers as well as election and registration related technologies.

During 2022/2023 Financial Year, the IT division provided extensive technical support during the conduct of the SRV's and by-elections. The division further conducted routine upgrades on the servers and providing technical support to the Commission, Management and staff at head office and all regional offices to ensure smooth operations.

The division has a well-experienced staff to manage the day-to-day operations of the institution as well as providing technical services contributing to the successful conduct of any elections.

However, the aging equipment (server computer, Voter Registration Kits and Voter Verification Devices) at their disposal continues to be a challenge even though it is maintained especially given the dynamics in the technological sphere.

5.3 DIVISION: GENERAL SERVICES AND ADMINISTRATION



The Division General Services is responsible for rendering administration, human resources, finance, and support services to ECN. Its main operations amongst others are policy coordination, budgeting, bookkeeping, human resource management, procurement, transport services, auxiliary services. The division has three (3) sub-divisions that carries out its duties and responsibilities.

5.3.1 SUBDIVISION: FINANCE



GENERAL OVERVIEW

The Finance subdivision is responsible for the provision of administrative support services that includes budgeting, bookkeeping as well as facilitating, coordinating, and implementing of the budget, and budget discipline.

ECN is fully funded by the Government under budget Vote: 28. During the year under review, ECN was allocated two hundred and eighty-five million three hundred and forty-nine thousand Namibia Dollars (N\$285,349,000). After the MTEF budget review, ECN requested additional funding to enable it to cover the anticipated shortfall. Eleven million seven

hundred and eighty-three (N\$11,783,000) was granted bringing a total allocation for the 2022/2023 financial year to two hundred and ninety-seven million one hundred and thirty-two thousand Namibia Dollar (N\$297,132,000).

The total operation budget for the financial year 2022/23 was ninety-seven million one hundred and thirty-two thousand Namibia Dollar (N\$97,132,000) which represents an increase of 29% compared to the 2021/2022 financial year of sixty-nine million, four hundred and nineteen thousand Namibia Dollar (N\$69,419,000). The execution rate for the 2022/2023 was 99.32% which showed a slightly increase of 0.05% compared to the 99.27% execution rate in 2021/22 financial year.

2022-2023 BUDGET ANALYSIS

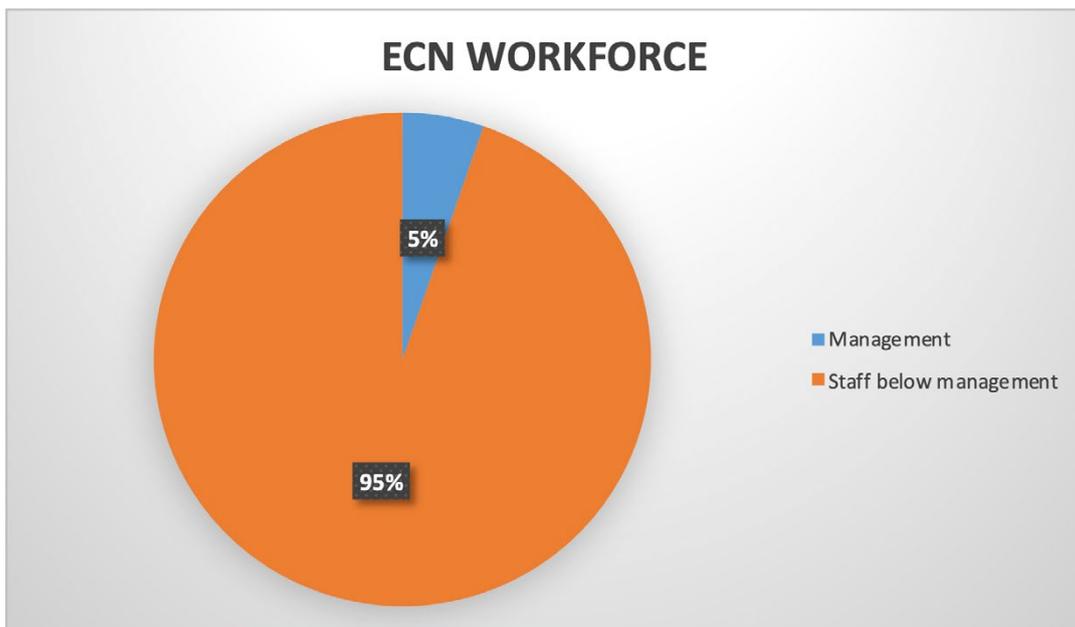
DIVISION	ORIGINAL BUDGET	ADDITIONAL BUDGET	VIREMENT	SUSPENSION	TOTAL BUDGET
Administration	32,469,000	8,518,480	-1,605,214	-	38,627,508
Planning and Registration	31,637,000	2,684,520	1,278,314	-	35,650,592
Democracy Building	21,243,000	580,000	326,900	-	22,853,900
TOTAL	85,349,000	11,783,000	0	0	97,132,000

5.3.2 SUBDIVISION: HUMAN RESOURCES

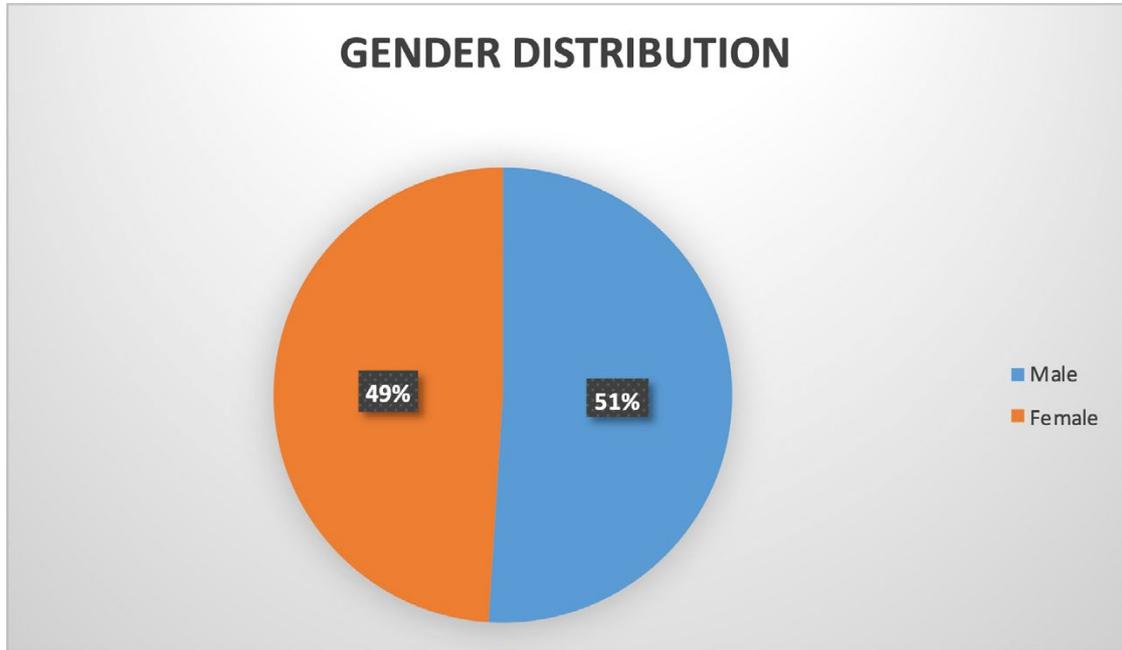
In the reporting period, our human resources programmes focused on entrenching a high-performance organisational culture underpinned by a common set of values that are understood and championed by all employees. The organisation emphasised its organisational values to ensure that these strengthen the desired organisational culture, drive organisational effectiveness, and support the achievement of the ECN strategy. ECN's human capital includes our staff, their development and the culture we foster. Our employees drive the overall organisational performance.

5.3.2.1 WORKFORCE PROFILE

At the end of this reporting period, the total workforce for the ECN stood at 169 permanent employees (5.3% Management and 94.7% staff below management).



5.3.2.2 GENDER DISTRIBUTION



5.3.2.3 BY-ELECTION RECRUITMENT REPORT

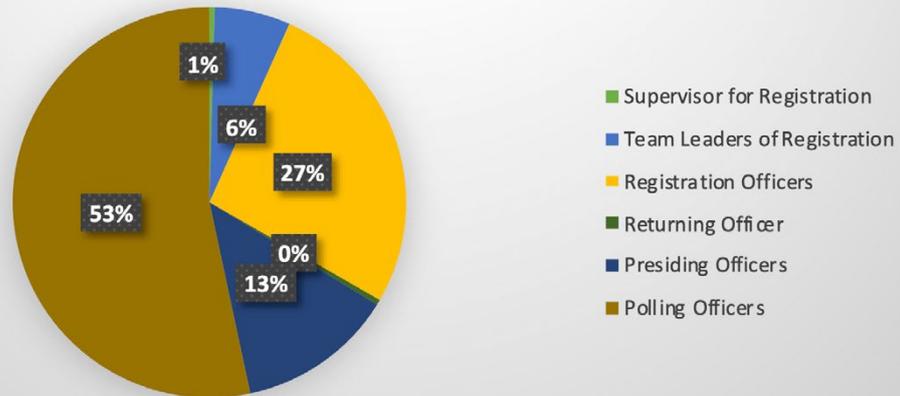
During the year under review, ECN conducted three (3) by-elections. A total number of three hundred and eighty three (383) temporal jobs were created mainly for the youth. Data on the types of positions created are interpreted in the graphs below.

a) *Swakopmund Constituency by-election*

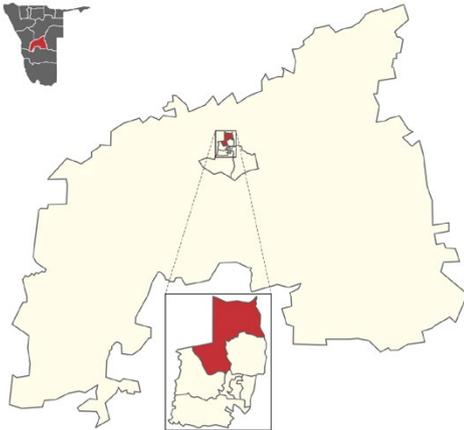


One hundred and fifty (150) unemployed individuals were recruited during SRV and subsequent by-election for the Swakopmund Constituency.

SWAKOPMUND CONSTITUENCY BY-ELECTION REGISTRATION AND POLLING

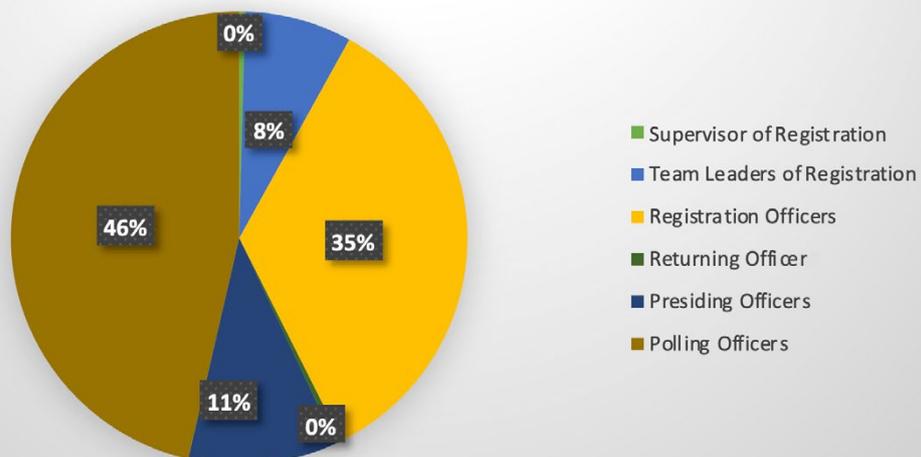


b) Moses //Garoëb Constituency by-election

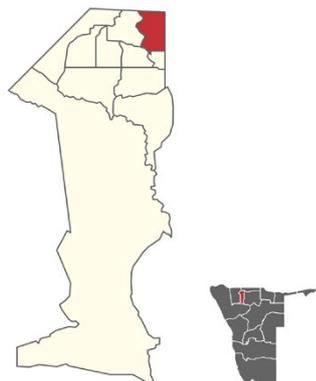


One hundred and thirty-six (136) unemployed individuals were recruited during SRV and subsequent by-election.

MOSES || GAROEB CONSTITUENCY BY-ELECTION REGISTRATION AND POLLING

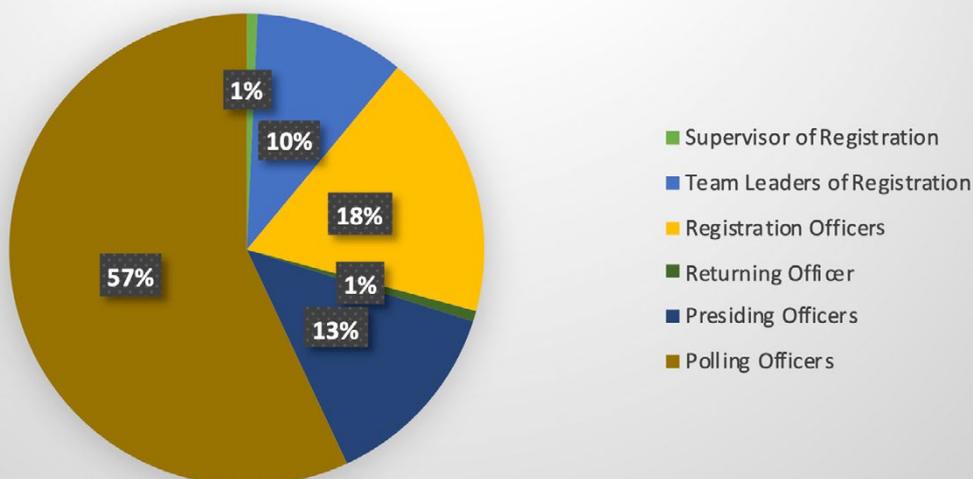


c) Okaku Constituency by-election



Ninety-seven (97) unemployed individuals were recruited during SRV and subsequent by-election.

OKAKU CONSTITUENCY BY-ELECTION REGISTRATION AND POLLING



5.3.2.4 LEARNING AND DEVELOPMENT

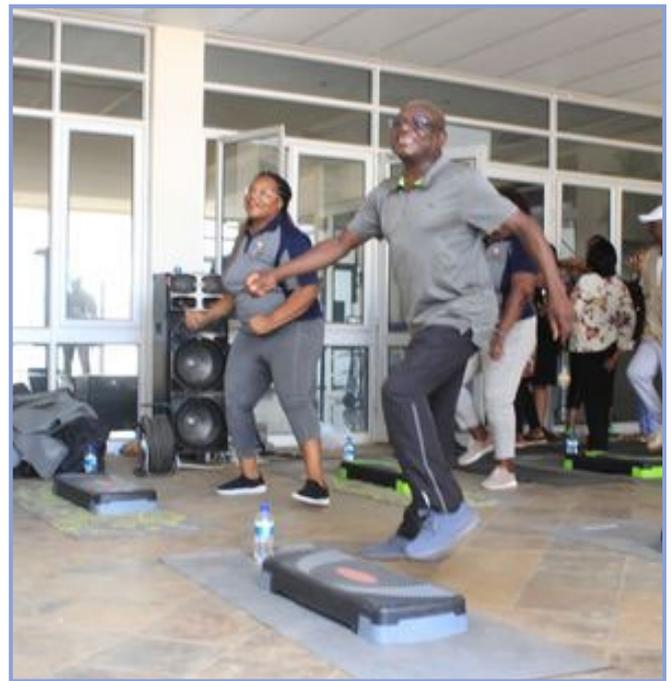
Taking into cognisance that the success of our institution depends largely on the competency and motivation of our employees, we invest in and encourage a culture of continued learning and development through qualifying and non-qualifying training of our staff by building a high culture of performance and learning. The Human Resources Development Policy framework for accelerated delivery in Public Service of Namibia guides our learning and development initiatives. During the reporting year, ninety-one thousand four hundred and eighty one (N\$91 481.00) was invested on training of nine (9) staff members,

six (6) in qualifying training and three (3) in non-qualifying courses. Although we are committed to creating and maintaining an environment that provides equal opportunities for all employees, consideration is given in accordance to employee personal development plan (PDP) as well as to those who are from previously disadvantaged groups.

5.3.2.5 PERFORMANCE MANAGEMENT

ECN successfully implemented the performance management system (PMS) in April 2022 after developing the Performance Management Policy during the 2021/22 financial year. In the reporting period, we are happy to report

that 160 employees (management to grade 10) signed their performance management contracts in April 2022 and performance reviews were successfully completed at the end of the reporting year.



5.3.2.6 AFFIRMATIVE ACTION COMPLIANCE

ECN is committed to comply with the requirements of the Affirmative Action (Employment) Act of 1998. As a crucial element of taking care of our people, ECN has an existing Affirmative Action (AA) committee that was established to educate the entire organisation about Affirmative Action and Employment Equity as well as addressing employee concerns.

5.3.2.7 EMPLOYEE WELLNESS

At ECN, we recognise and consider the mental and physical wellness of our employees and that of their family essential contributors to achieve our strategic goals through operational improvements, cost reductions and increased productivity.

The impact of post Covid-19 and the backdrop of the ongoing economic recession have negatively affected lives. During the year under review, four (4) wellness activities were conducted through: (1) employee information sharing sessions, (2) Employee obesity awareness session, (3) Team building session, and (4) Employee end of year function.



5.3.2.9 OUTLOOK

ECN strives to enhance a stable and highly effective working environment for all our employees by ensuring that they have the right tools, materials and support. In the next financial year, we plan to improve efficiency and effectiveness at workplace ensuring maximum utilisation of absorbed workforce to foster a high performance culture. Furthermore, a new organisational structure as well as a learning and development policy are all on the card for the on-coming financial year.



5.3.3 SUBDIVISION: AUXILIARY SERVICES, TRANSPORT, AND PROCUREMENT

Auxiliary Services and Support Services is responsible for transport management, procurement of goods and services, stock control and stock taking, registry, switchboard, capital project, as well as cleaning and maintenance of assets at ECN head quarter building (Election House).

During the reporting period, the subdivision managed to advance the procurement process and ensuring that service providers are paid timeously.

In addition, the subdivision managed to facilitate the maintenance and repair of the ECN fleet. Currently, ECN has a total number of one hundred and twenty (120) vehicles. Out of this total fleet, forty-one (41) are in running condition whereas seventy-nine (79) are grounded waiting for maintenance and repair. The maintenance and repair of the ECN is done by Government garage.

Table: The table below shows the total number of vehicles allocated per region.

NO.	Government Garage	Quantity of Allocated Vehicles	User Regions
1	Swakopmund Government Garage	5	Erongo Region
2	Ondangwa Government Garage	14	Oshikoto, Oshana, Omusati and Ohangwena Region
3	Rundu Government Garage	19	Kavango West, and Kavango East
4	Gobabis Government Garage	5	Omaheke Region
5	ECN Head Office	48	Khomas region
6	Keetmanshoop Government Garage	12	Kharas and Hardap Regions
7	Otjiwarongo Government Garage	6	Otjondjupa Region
8	Katima Mulilo Government Garage	6	Zambezi Region
9	Opuwo Government Garage	5	Kunene Region
	Total	120	



6

CHALLENGES & RECOMMENDATIONS



6. CHALLENGES AND RECOMMENDATIONS



6.1 MAINTENANCE OF THE NATIONAL VOTERS REGISTER

Challenges

- Manual and delayed submission of death statistics – the manual-based process of removing deceased registered voters from the national voters register and late submission of returns containing death statistics is time consuming and subject to human error;
- Use of various documents to proof eligibility is subject to abuse and subsequent credibility of the national voters register; and
- Outdated and obsolete voter registration equipment. The equipment deployed for voter registration have reached its lifespan and is no longer effective, rendering the voter registration process to be viewed ineffective and time consuming.

Recommendations

- Expedite formalisation and finalise collaboration with MHAISS on integration of system databases to ensure efficient and timely removal of deceased voters from the national voters register and eligibility of applicants during voter registration; and
- Introduction and use of National Identity Documents for voter registration and voting processes to enhance registration and voting processes and ensure future sustainability.

6.2 REINTRODUCTION OF THE CONTINUOUS REGISTRATION OF VOTERS (CVR)

Challenges

- Insufficient budgetary allocation for the conduct of the CRV on a constituency basis; and
- Inability to recruit voter education officials for all constituencies because of budgetary constraints and moratorium on creation of new positions on establishment instituted by government.

Recommendations

- Adequate funds be allocated for the reintroduction of the continuous registration of voters; and
- Appointment of additional voter education officials or establishment of constituency offices to rollout continuous voter registration on a constituency basis countrywide.

6.3 ELECTIONS

Challenges

- Insufficient budget allocation for by-election;
- Absolute equipment – the current voter registration kits (VRK's) have reached its lifespan and displayed continued malfunctioning and rebooting during the conduct of the SRV for the by-elections concerned;
- Aged and unroadworthy fleet. Besides having a fleet of 120 vehicles being maintained by Government Garages, the cars are unroadworthy whereas some are not in running condition; and
- Voter apathy especially among the youth remains a challenge and it is imperative that all stakeholders are actively engaged in the provision of both civic and voter education activities aimed at minimizing voter apathy. According to data collected during voter education sessions and poll-exit surveys, it shows that many people living in remote areas do not have national documents to register as voters. In addition, communities decry about the dissatisfaction and poor or no service delivery by their elected political leaders, particularly constituency councillors.

Recommendations

- To ensure the successful conduct of by-elections, we urge the Ministry of Finance (MOF) to ensure adequate funding for the three (3) by-elections annually;
- All electoral equipment should be updated and replaced according to lifespan;
- The Ministry of Works and Transport (MWT) should prioritise regular maintenance of all fleet to avoid hampering any election activities and logistics; and
- Secure funding to conduct a national survey to establish the causes of the low voter turnout during by-elections and use the findings to recommend remedial actions.



7

AUDITED FINANCIAL STATEMENT REPORT 2021/22



REPUBLIC OF NAMIBIA



TO THE HONOURABLE SPEAKER OF THE NATIONAL ASSEMBLY

I have the honour to submit herewith my report on the accounts of the Electoral Commission of Namibia for the financial year ended 31 March 2022 in terms of Article 127(2) of the Namibian Constitution. The report is transmitted to the Honourable Minister of Finance in terms of Section 27(1) of the State Finance Act, 1991, (Act 31 of 1991) to be laid upon the Table of the National Assembly in terms of Section 27(4) of the Act.

WINDHOEK, DECEMBER 2022

**JUNIAS ETUNA KANDJEKE
AUDITOR-GENERAL**

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DEFINITIONS

Treasury:	Financial authority in public service. (The department of Government that has control over the collection, management and disbursement of public revenue).
Vote:	Represents an Office/Ministry/Agency.
Appropriation Act:	Estimate of expenditure and revenue for a particular financial year presented to the National Assembly, the Act passed by Parliament.
Appropriation Account:	Government Income and Expenditure statement, showing on receipt side the estimated budgeted amounts and on expenditure side the actual expenditure amounts and the difference thereof.
Standard sub-division:	Government Balance account, showing balances incurred on each account/activity.
Suspension:	Reduction on budget (Treasury may from time to time withhold or suspend any amount in an estimate of expenditure).
Virement:	Moving of budgeted funds from one account to another account within the same budget of the same office/ministry/agency. The utilization of a saving under one main division/sub division of a vote to defray an excess under another existing division of the same vote.
Unauthorised Expenditure:	Expenditure that exceeds the amount appropriated (budgeted) for a vote, main division or subdivision.
Under expenditure:	Saving on the budget.
Miscellaneous Revenue:	All revenue collected and not having a specified revenue code.
Commitments:	Funds reserved to acquire goods or services from a supplier.
Suspense accounts:	Is an account opened in the books of Government that records movement of transactions of a temporarily nature, for example salary deductions of housing instalments.
S&T Advance Suspense Account:	A suspense account reflecting the outstanding subsistence and travel advances.
Rejection Account:	A suspense account reflecting names and balances of all persons/companies that owe the money to the State.
Budget:	Is an estimation of the revenue and expenses over a specified future period of time.
Subsistence Advance:	Payment given in advance to an employee to reimburse accommodation, meal and incidental expenses, while on an official assignment.
Performance Information:	Measurement of an individual, group, organization, system or component which is collected, analysed and reported. (Includes Strategic plans, annual plans, performance agreements and personal development plans).performance agreements and personal development plans)
Key performance indicator (KPI):	A measurable value used to monitor and demonstrates how effectively an organization is achieving key business objectives
International Standards of Supreme Audit Institutions (ISSAI):	Professional standards and best practice guidelines for public sector auditors, officially authorised and endorsed by the International Organisation of Supreme Audit Institutions (INTOSAI).

<p>Types of Audit Opinions:</p>	<p>Unqualified Opinion. In an unqualified report, the auditors conclude that the financial statements of your O/M/A's present fairly its affairs in all material aspects.</p> <p>Qualified Opinion. An auditor's report is qualified when there is either a limitation of scope in the auditor's work, or when there is a disagreement with management regarding application, acceptability or adequacy of accounting policies.</p> <p>Disclaimer Opinion. Auditors do not express an opinion on the financial position of a firm because they have not completed an examination of its accounts or the examination is not broad enough in scope to enable them to form an opinion.</p> <p>Adverse Opinion. The Financial statements of an O/M/A's do not fairly present its actual financial position and the required information was either not disclosed, or (if disclosed) was inadequately disclosed or was inaccurate.</p>
<p>Reasonable Assurance</p>	<p>It is when the audit conclusion is expressed positively, conveying that, in the auditor's opinion, the subject matter is or is not compliant in all material respects or, where relevant, that the subject matter information provides a true and fair view, in accordance with the applicable criteria.</p>
<p>Limited Assurance</p>	<p>It is when the audit conclusion states that, based on the procedures performed; nothing has come to the auditor's attention to cause the auditor to believe that the subject matter is not in compliance with the criteria.</p>
<p>Direct reporting engagement</p>	<p>It is when an auditor measures or evaluates the subject matter against the criteria. The auditor is responsible for producing the subject matter information. The auditor selects the subject matter and criteria, taking into consideration risk and materiality. By measuring the subject matter evidence against the criteria, the auditor is able to form a conclusion.</p>
<p>Attestation engagement</p>	<p>It is when a responsible party (the entity) measures the subject matter against the criteria and presents the subject matter information, on which you, the auditor, then gather sufficient and appropriate audit evidence to provide a reasonable basis for forming a conclusion.</p>
<p>Subject matter</p>	<p>Refers to the information, condition or activity that is measured or evaluated against certain criteria.</p>
<p>Materiality</p>	<p>Materiality is the threshold above which misstatements, including omissions either individually or in the aggregate, could reasonably be expected to influence the economic decisions of users made on the basis of the financial statements.</p>
<p>OMAs</p>	<p>Office/Ministry/Agency</p>

**REPORT OF THE AUDITOR-GENERAL ON THE ACCOUNTS OF THE
ELECTORAL COMMISSION OF NAMIBIA
FOR THE FINANCIAL YEAR ENDED 31 MARCH 2022**

1. SECTION A: FINANCIAL STATEMENTS

1.1 UNQUALIFIED AUDIT OPINION

I have audited the financial statements of the Electoral Commission of Namibia for the financial year ended 31 March 2022 provided by the Accounting Officer as attached in Annexure A. These financial statements comprise of the Appropriation account, Standard subdivisions, Departmental revenue, notes to the financial statements and general information for the financial year ended.

In my opinion, the financial statements of the Electoral Commission of Namibia as at 31 March 2022 are prepared, in all material respects, in accordance with Section 12 & 13 of the State Finance Act, 1991 (Act 31 of 1991) and relevant legislation.

1.2 BASIS FOR AUDIT OPINION

I conducted my audit in accordance with International Standards for Supreme Audit Institutions. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the entity in accordance with the Code of Ethics for Supreme Audit Institutions together with the ethical requirements that are relevant to my audit of the financial statements in Namibia, and I have fulfilled my other ethical responsibilities in accordance with these requirements and the Code of Ethics. I believe that the audit evidence I have obtained is sufficient and appropriate to provide an unqualified opinion.

1.3 KEY AUDIT MATTERS

Key audit matters are those matters that, in my professional judgement, were of most significance in my audit of the financial statement of the current period. I have determined that there were no key audit matters to communicate in my report.

1.4 EMPHASIS OF MATTERS

Attention is drawn to the management on the following matters that relate to my responsibility in the audit of the financial statements, as disclosed by the Electoral Commission of Namibia in the financial statements. My opinion is not modified in respect of these matters:

1.4.1 Suspense accounts

1.4.1.1 Bills payable

The Bills Payable suspense account reflects a debit balance of N\$ 5 325 728.30 compared to N\$ 5 284 069.84 the previous year. This suspense account should have a credit balance.

It is recommended that the Accounting Officer should explain the increase of Bills payable and what measures are being taken to reduce the balance.

1.4.1.2 Subsistence and travel

The Accounting Officer reported N\$2 532.12 while the S&T advance suspense account reflects a credit balance of N\$ 79 652.73 leaving an unexplained difference of N\$ 77 120.61.

It is recommended that the Accounting Officer should explain the difference and should further explain the credit balance.

1.5 OTHER INFORMATION

Management is responsible for the other information. My opinion on the financial statements does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon. In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. I have determined that there was no other information to communicate in my report.

2. SECTION B: COMPLIANCE AUDIT AND AUDIT OF PERFORMANCE INFORMATION

2.1 COMPLIANCE TO LAWS AND REGULATIONS

SUBJECT MATTER: FINANCIAL PERFORMANCE AND THE USE OF APPROPRIATED FUNDS

I have audited the financial performance and the use of appropriated funds of the Electoral Commission of Namibia for the financial year ended 31 March 2022.

2.2 Description of the subject matter information and audit scope

The audit aimed to determine whether the Electoral Commission of Namibia used the appropriated funds in compliance with the Appropriation Act, 2021 (Act 1 of 2021); Appropriation Amendment Act, 2021 (Act 4 of 2021); State Finance Act, 1991 (Act 31 of 1991), Public Procurement Act, 2015 (Act 15 of 2015); Treasury Instructions and Public Procurement Regulations during the financial year ended 31 March 2022.

2.3 Audit objective

The objective of this compliance audit is to verify and assess whether Electoral Commission of Namibia has complied with all laws and regulations that have an impact on the financial statements in accordance with the ISSAIs. This audit is an attestation engagement where the Commission presented the subject matter information on which the auditor then gathered sufficient and appropriate audit evidence to provide reasonable assurance in forming an opinion. In forming an opinion, the findings and recommendations are taken into consideration.

In addition, the objective of this audit is to verify and assess whether public funds have been used appropriately and lawfully, and to report issues of non-compliance so that corrective action is taken and compliance to laws and regulations is strengthened.

2.4 Audit criteria

The audit criteria of this compliance audit are derived from the following laws and regulations stated below:

- Appropriation Act, 2021 (Act 1 of 2021);
- Appropriation Amendment Act, 2021 (Act 4 of 2021);
- State Finance Act, 1991 (Act 31 of 1991);
- Procurement Act, 2015 (Act 15 of 2015);
- Treasury Instructions; and
- Public Procurement Regulations.

2.5 Summary of methods applied

I have audited the financial statements for the financial year ended 31 March 2022 submitted by the Accounting Officer in order to determine whether this information complied with laws and regulations that governs them.

2.6 KEY AUDIT FINDINGS

2.6.1 Unauthorised expenditure

The following unauthorized expenditure occurred during the financial year under review and is hereby reported as such in terms of Section 27 (6) (a) of the State Finance Act, 1991 (Act 31 of 1991):

One (1) main division was exceeded with a total amount of N\$ 573.03 which is unauthorized in terms of Section 6 (a)(ii) of the Act; and

It is recommended that the Accounting Officer should put measures in place to avoid overspending and should ensure that planned activities are implemented within the approved budget. Furthermore, if specific activities are expected to exceed the budgeted funds due to unforeseen circumstances, funds should be viremented from activities where savings are expected.

2.7 UNQUALIFIED AUDIT OPINION ON THE SUBJECT MATTER

In my opinion, the Electoral Commission's financial performance and use of appropriated funds is in compliance, with all material respects, with the Appropriation Act, 2021 (Act 1 of 2021); Appropriation Amendment Act, 2021 (Act 4 of 2021), State Finance Act, 1991 (Act 31 of 1991), Public Procurement Act, 2015 (Act 15 of 2015); Treasury Instructions and Public Procurement Regulations.

3 AUDIT OF PERFORMANCE INFORMATION

The Auditors have audited the performance information of the Electoral Commission of Namibia for the financial year ended 31 March 2022.

3.1 Description of the subject matter information and audit scope

A Performance Management System (PMS) is as a systematic process for achievement and improvement in obtaining results from an organization and its staff members by managing performance within an agreed framework consisting of objectives, outputs, key performance indicators (KPIs) and timeliness.

The primary function of the PMS is to enable Offices, Ministries and Agencies (OMAs) to achieve success in National Development Plans (NDP) and provide improvements in service delivery to the public.

The scoping of the key performance indicators was performed, by looking at the high-level statements, which are indicated in the Mandate of the Electoral Commission of Namibia and the 2017-2022 Strategic Plan. Key performance indicators were selected based on what would be significant to the intended users and their usefulness in assessing the entity's achievements in terms of its service performance objectives.

The following KPI was selected;

- Directorate: Office of the CEO
Number of post – election reports published

3.2 Audit objective

The objective of the Key Performance Indicator (KPI) audit is to provide assurance on whether the reported performance information measured against key performance indicators is useful, reliable and evidence-based. Key performance indicators also provide the basis for the (OMAs) to inform the Parliament, the public and other stakeholders on its strategic priorities, programs, and projects.

The objective of this audit is also to provide reasonable assurance to Parliament, members of the general public and other relevant stakeholder whether the reported actual performance has actually occurred and is based on the selected criteria.

3.3 Audit criteria

In this audit, the performance information was tested against the following selected criteria:

- Compliance with legislative requirements,
- Usefulness,
- Reliability

- Existence
- Timeliness
- Presentation
- Measurability
- Relevance
- Consistency
- Validity
- Accuracy
- Completeness

3.4 Summary of methods applied

I reviewed the Strategic Plan, annual plan and Annual Performance Report to confirm whether the Strategic Plan objectives, targets and KPIs have been correctly cascaded to the Annual Plan and the selected key performance indicators for the year under review are reported in the Directorate quarterly reports and Annual Performance Report.

Furthermore, I conducted interviews and reviewed documents to obtain information that pertains to the selected key performance indicators.

3.5 Conclusion on the subject matter

The audit revealed that there is no performance agreement in place, hence the auditors could not validate the annual performance report provided for audit.

4 RESPONSIBILITIES OF MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Section 12 & 13 of the State Finance Act, 1991, (Act 31 of 1991) and legislation, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible of overseeing the entity's financial reporting process.

The management is also responsible for ensuring adherence to the Appropriation Act, 2021 (Act 1 of 2021); Appropriation Amendment Act, 2021 (Act 4 of 2021), State Finance Act, 1991 (Act 31 of 1991), Public Procurement Act, 2015 (Act 15 of 2015); Treasury Instructions and Public Procurement Regulations and to ensure that effective and efficient internal controls are implemented to enable compliance to the law that governs the performance information.

5. AUDITOR'S RESPONSIBILITY FOR THE AUDIT OF THE FINANCIAL STATEMENTS

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the International Standards for Supreme Audit Institutions (ISSAIs), will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

My powers and duties towards auditing and reporting on the financial statements and compliance to the subject matter are outlined under Section 25 (1) (c), Section 26 (1) and Section 27 (3) of the State Finance Act, 1991 (Act 31 of 1991).

As part of an audit in accordance with the International Standards for Supreme Audit Institutions, I exercise professional skepticism throughout the audit, I also;

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.
- I also provide those charged with governance with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.
- From the matters communicated with those charged with governance, I determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. I describe these matters in my auditor's report unless law or regulation precludes public disclosure about the matter or, when, in extremely rare circumstances, I determine that a matter should

not be communicated in my report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

- It is also my responsibility to express an opinion on whether the financial performance and the use of appropriated funds is, in all material respect is in compliance with the Appropriation Act, 2021 (Act 1 of 2021); Appropriation Amendment Act, 2021 (Act 4 of 2021), State Finance Act, 1991 (Act 31 of 1991), Public Procurement Act, 2015 (Act 15 of 2015); Treasury Instructions and Public Procurement Regulations. I have conducted the audit in accordance with International Standards for Supreme Audit Institutions (ISSAIs). Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the audited entity is in compliance with the authorities that govern the audited entity in the execution of its roles and responsibilities.

6. GENERAL INFORMATION

The financial statements, notes to the financial statements and general information provided by the Accounting Officer are attached as Annexure A.

The accounts were submitted timeously by the Accounting Officer to the Auditor-General on 14 October 2022 in terms of Section 13 of the State Finance Act, 1991.

7. ACKNOWLEDGEMENT

The co-operation and assistance by the management and staff of the Electoral Commission of Namibia during the audit is appreciate.

WINDHOEK, DECEMBER 2022

**JUNIAS ETUNA KANDJEKE
AUDITOR-GENERAL**

ANNEXURE A

1. AUDITED FINANCIAL STATEMENTS

1.1 Appropriation account

Service	2021/2022					2020/2021
	N\$	Authorized expenditure	Actual expenditure	Variations		Actual expenditure
				Under-expenditure/ (Excess)	Percentage	
	N\$	N\$	N\$	N\$	%	N\$
01. Administration:						
Original budget	36 772 000					
Plus : Virements	3 738 493	40 510 493	40 224 345.37	286 147.63	0.71	47 420 353.04
02 Planning, Registration and Voting:						
Original budget	14 603 000					
Less : Virements	(2 220 038)					
Less : Suspensions	(500 000)	11 882 962	11 755 070.60	127 891.40	1.08	233 336 377.15
03. Voter Education:						
Original budget	21 044 000					
Less : Virements	(1 518 455)					
Less : Suspensions	(2 500 000)	17 025 545	16 931 647.24	93 897.76	0.55	50 894 738.63
Total		69 419 000	68 911 063.21	507 936.79	0.73	331 651 468.82

ANNEXURE A (continued)

1.2 Standard subdivisions

Subdivision	2021/2022			2020/2021
	Authorized expenditure	Actual expenditure	Under-expenditure/ (Excess)	Actual expenditure
	N\$	N\$	N\$	N\$
Operational:				
Current expenditure: Personnel				
001. Remuneration	36 220 081	36 144 992.32	75 088.68	46 459 003.68
002. Employer's contribution to the G.I.P.F. and M.P.O.O.B.P.F.	1 810 000	1 805 878.79	4 121.21	1 805 100.55
003. Other conditions of service	2 807 707	2 801 557.33	6 149.67	7 395 353.90
005. Employers contribution to the Social Security Commission	160 000	159 245.80	754.20	169 947.56
Total	40 997 788	40 911 674.24	86 113.76	55 829 405.69
Current expenditure: Goods and other services				
021. Travel and subsistence allowance	2 303 973	2 253 542.06	50 430.94	4 213 566.53
022. Materials and supplies	1 445 432	1 253 035.52	192 396.48	10 461 676.70
023. Transport	1 117 400	1 116 513.49	886.51	4 614 541.38
024. Utilities	7 118 300	7 101 817.69	16 482.31	7 481 103.72
025. Maintenance expenses	562 100	542 974.31	19 125.69	762 188.94
026. Property rental and related charges	3 692 500	3 614 926.04	77 573.96	4 768 458.98
027. Other services and expenses	11 720 610	11 655 118.38	65 491.62	227 250 621.16
Total	27 960 315	27 537 927.49	422 387.51	259 552 157.41
Subsidies and current transfers				
041. Membership fees and subscriptions: International	403 877	404 450.03	(573.03)	33 775.82
Total	403 877	404 450.03	(573.03)	33 775.82
Total: Current expenditure	69 361 980	68 854 051.76	507 928.24	315 415 338.92
Operational Capital expenditure: Acquisition of Capital				
101. Furniture and office equipment	57 020	57 011.45	8.55	2 364 109.75
103. Operation plant and equipment	-	-	-	13 872 020.15
Total: Capital expenditure	57 020	57 011.45	8.55	16 236 129.90
Total: Operational expenditure	69 419 000	68 911 063.21	507 936.79	331 651 468.82
Grand Total	69 419 000	68 911 063.21	507 936.79	331 651 468.82

ANNEXURE A (continued)

1.3 Departmental revenue

The Accounting Officer reported the following relating to departmental revenue for the 2021/2022 financial year :

Revenue head	Estimate 2021/2022 N\$	Actual revenue 2021/2022 N\$	More/(Less) than estimated N\$	Actual revenue 2020/2021 N\$
Unclaimed cheques	-	50 058.46	50 058.46	-
Deposits made by political parties	52 500	106 843.77	105 843.77	1 037 800.00
Miscellaneous	1 000	410 500.00	358 000	25 473.23
	53 500	567 402.23	(513 902.23)	1 063 273.23

1.4 Departmental revenue: Explanations for variances exceeding N\$ 200 000

Under-estimation

Miscellaneous revenue (N\$ 358 000)

The variance is as a result of funds deposited by various political parties for the November 2020 regional and local authorities' elections. The funds were only allocated to the revenue head in the 2021/2022 financial year.

2. GENERAL INFORMATION

2.1 Miscellaneous revenue

The Accounting Officer reported Miscellaneous revenue amounting to N\$ 106 843.77 for the year under review.

2.2 Outstanding commitments

The Accounting Officer reported outstanding commitments amounting to (N\$ 22 244.73) for the year under review.

2.3 Bursaries and study assistance

The Accounting Officer reported that the Commission provided eleven (11) staff members with financial assistance for studies to a total amount of N\$ 131 535.00.

2.4 Stores and depots

The Accounting Officer reported stock on hand valued at N\$ 62 419 593.35 at its stores and depots.

2.5 Points keeping stock and annual stocktaking

The Accounting Officer reported stock on hand valued at approximately N\$ 53 200 000, obsolete stock N\$ 14 864 740 and damaged items valued at N\$ 2 950 874.

ANNEXURE A (continued)

2.6 Vehicles on hand (Own Fleet)

The Accounting Officer reported a total number of one hundred and twenty-one (121) vehicles on hand as at 31 March 2022 with a total amount of N\$ 5 833 084.80.

2.7 Accidents-Cost of damages

The Accounting Officer reported three (3) vehicle accidents and one (1) vehicle repair for the financial year ended 31 March 2022. The repairs amounted to N\$4 220.50.

2.8 Wellness

The Accounting Officer reported expenditure amounting to N\$ 17 393.75 in respect of wellness activities during the year under review.

2.9 Suspense accounts

The final ledger of the Commission shows four (4) suspense account balances of which two (2) had credit balances and two (2) had a debit balances as at 31 March 2022 as follows:

Description	Balance as at 31 March 2022	
	Debit/(Credit)	
	N\$	
S&T advance suspense account		(79 652.73)
Rejection account		38 049.72
Bills payable		5 325 728.30
Electronic fund transfer clearing account		(14 688.00)

2.10 Internal inspections

The Accounting Officer reported the following internal inspections for the year under review:

Category of inspection	Number of inspection points	Number of points inspected
Financial	14	14
Stock and equipment	2	2
Total	16	16
Percentage	100%	100%

WINDHOEK, 2022-10-26

MR. THEO MUJORO
ACCOUNTING OFFICER


Your VOTE
is your Voice
**Electoral Commission
of Namibia**
**Ensuring Inclusive
and Credible
Elections Amidst
Covid-19**



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