



**Electoral Commission
of Namibia**

FACILITATORS GUIDE AND TRAINING MANUAL

REGIONAL ELECTORAL OFFICERS AND RETURNING OFFICERS

To be a centre of excellence in electoral management

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FOREWORD

Welcome to the Team!

The Electoral Commission of Namibia (ECN) is charged with the exclusive mandate to conduct elections and referenda in a free, fair, independent, credible, transparent and impartial manner. In order to ensure efficient and effective management of electoral operations and processes at all levels, clear guidelines, principles and protocols are required.

Training is fundamental for successful conduct of polling processes. A good trainer not only needs to be well equipped with knowledge but also with skills and methodology to transfer knowledge. It is for this reason that this manual has been prepared as a companion to the Training Manual on conduct of elections for Polling Officials. The manual is meant to guide the facilitators/trainers on the pedagogical approach to every topic in the election process.

The manual adopts a cascaded training approach starting with Regional Electoral Officers and Returning Officers. It is important that every trainee acquires knowledge on the voting procedures and basic information on training methodologies. This will build their capacity to run training sessions. Through such an arrangement the Commission is not only empowering staff and facilitators to undertake training but also ensuring that the training function is well coordinated and uniform.

Section 65 (2) of the Electoral Act, Act No. 5 of 2014 as amended state that the Commission must ensure that various officers appointed to execute electoral processes are well-trained and have passed numeracy, literacy and eligibility test determined by the Commission and have demonstrated their knowledge, expertise, management, administrative, communication and mediating abilities and skills.

This Training Manual will guide you as Regional Electoral Officer and Returning Officer on training the polling officials on the workflows and procedures in a step-by-step manner to make it easy for yourself and the polling officials, to perform the voting process effectively and efficiently. At the end of the full training session, a written and practical assessment shall be used to test your competence.

As Regional Electoral Officer, your role in the electoral process is provided for in terms of Section 19 (3)(a). During the conduct of elections, it is of vital importance to the deliverance of free, fair and credible election. It is your primary duty and responsibility to ensure full and inclusive conduct of elections to all Namibian

Citizens as well as to perform your tasks with the highest sense of integrity and efficiency. You will not be able to train polling officials to understand effectively and you cannot function effectively, if you do not endeavor to know the rules of the voting process. Therefore, you are urged to study this training manual and in addition the training manual for polling officials carefully and attend training sessions fully to ensure that all questions you have are fully addressed and answered.

Furthermore, I wish to encourage you, dear colleagues, to take your training and duties seriously, and to ensure that together we conduct free, fair and credible election at the end of the day.

It is against this background that I entreat all of us – starting with myself, ECN HQ staff, Regional Electoral Officers and Returning Officer, to take our work and duties seriously and commit ourselves irreversibly to high standards of productivity and professionalism.

In conclusion, may I reiterate that the mission of the Electoral Commission before the people of Namibia and the world is to deliver free, fair and credible elections managed in transparent and participatory manner to strengthen democracy. This can only be realized if we all work as a team and ready to achieve our common goal.

My best wishes to you all during the forthcoming Presidential and National Assembly Elections

Peter Shaama
CHIEF ELECTORAL AND REFERENDA OFFICER

Our Vision

To be a centre of excellence in electoral management.

Our Mission

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

Our Core Values

Secrecy of the vote
Accountability
Non-Partisanship
Professionalism
Integrity
Inclusiveness
Innovation
Respect for the rule of law
Service mindness
Accessibility

CHAPTER ONE

1. BACKGROUND INFORMATION

1.1 Introduction

This training manual is prepared to aid trainers in preparing for and conducting training on voting process. It is to be used by the Commission's officials to train election officials. In using this manual, all trainers are required to adopt adult training methodologies. Every adult has knowledge and experience to share in the training process. They learn much more from participating and contributing to the training process. Training should consequently be conducted bearing in mind this and the quote that states that: "I hear and I forget. I see and I remember. I do and I understand".

Trainers using this guide are expected to be familiar with the content, framework and voting procedures. They should read and be familiar with the laws and regulations governing conduct of elections in Namibia. In addition, every trainer should have and be familiar with the contents of the Polling Officials Manual and User Operator Manual for the Integrated Mobile Voter Registration System (IMVRS) prepared for the conduct of election processes.

This chapter contains information for the trainer on how to plan for and organize a training activity, key qualities required to be a good trainer and a reminder on the requirements of adult training.

All senior election functionaries, especially REOs and Returning Officers, must make it a duty to study and thoroughly understand the assigned duties and the legal requirements for the conduct of elections contained in the training manual for polling officials. In the absence of a proper understanding of these laws, polling officials will not be able to deal with the complexities of the polling process and may well contribute to the creation of problems rather than being a part of solution.

This training manual guide does not aim at replacing the electoral statutes but rather to provide the officials with ready information about the polling process. The instructions contained in this guide are in line with and based on the provisions of the Electoral Act (Act No. 5 of 2014) as amended. In some instances, references have been made to specific sections of the Electoral Act. All REOs and Returning Officers are encouraged to read these references in order to appreciate the legal basis for particular instructions.

1.2 Principles of adult learning

The main principles that guide learning are:

- i. **Adults are autonomous and self-directed** – Trainers should allow the participants to assume responsibility for presentations and group leadership when working in groups.
- ii. **Adults are goal-oriented** – They therefore appreciate a training that is organized and has clearly defined elements. The training objectives must be given to the participants early in the course. This will enable them to be aware of what they aim to achieve during the training.
- iii. **Adults are practical** – Instructors must tell participants explicitly how the lesson will be useful to them in practice when delivering on their responsibilities.
- iv. **Adults should be treated as equals** – Allow the electoral officials to voice their opinions freely during training, but avoid discussions to deviate from the topic.

1.3 Levels of training

The training on the conduct of elections will be conducted at different levels. The levels are:

- Training for Regional Electoral Officers;

- Training for Returning Officers and Regional IT;
- Training for Polling Officers, IT Field Support officials, Police Officers and Election Agents;

The training of REOs, Returning Officers and Regional IT will be conducted at high level coordinated and facilitated by HQ staff while the training of polling officials, IT Field Support, Police Officers and Election agents takes place in the regional clusters coordinated and facilitated by REOs, Returning Officers and Regional IT.

The primary aim of the training of facilitators is to enable the trainees to be able to:

- Organize training sessions for polling officials and IT officials;
- Lead training sessions which fully prepare participants to conduct the elections; and
- Serve as resource to polling officials as they conduct elections.

At the end of the training for polling officials, the participants should be able to:

- Organize the polling station/venue for efficient and effective use;
- Conduct polling for Namibia citizens; and
- Provide guidance to voters on polling process.

1.4 Qualities of a good facilitator

Everyone can be a good facilitator. This is not to say that facilitation/training is a simple task nor that it is a skill which is acquired automatically. On the contrary, it requires training and continuous practice to be able to improve one's training and facilitation skills.

A good facilitator should possess several qualities, such as:

(a) Professionalism

As a trainer you should carry out your training with a high degree of respect, maturity and confidence. Your task as a trainer is not to display how much of an expert you are but an opportunity to use your skills and expertise to develop the capacity of others.

(b) Effective Communication Skills

As a trainer you should be able to transmit the knowledge you have to your audience effectively. Communicate simply and clearly to your audience in a manner that captivates and inspires. Some trainers lose the respect and interest of their audience despite their superior knowledge of the subject because they lack the confidence and the communication skills to connect with them. In addition, as part of effective communication, a good trainer should keep the training program interesting and focused on the overall subject without veering to irrelevancies.

(c) Democratic

Democracy is a hallmark of every democratic society. A key attribute of training election

officials must be the ability to ensure that the training process adheres to the key tenets of democracy. Every trainee should feel valued and be given opportunity to participate effectively in the training process. A good trainer should create a conducive training environment. They should adopt an accommodative tone and approach. Participants should feel comfortable to raise questions, participate in discussions and share ideas. A good trainer should possess interpersonal skills and ability to interact with participants in a friendly and respectful manner. This rapport should also enable them to handle any emerging conflicts during training without losing their cool.

(d) Results Orientated

This emphasizes the element of tenacity in achieving good training goals. A good trainer conscientiously moves a group of learners along to a pre-set destination. There may be stops and shifts, but the eye is always fixed on the results of the training programme.

(e) Good Organizational skills

This is the ability to conduct the training in a logical manner and balance the various responsibilities during the training process. Good organizational skills will be evident in how you organize your training, how you present your thoughts and how you manage the entire training process. It is also evident in your ability to manage time effectively so that you can cover all that you planned to in the allocated time.

1.5 Code of conduct for trainers

Here are some of the things to remember while working with people:

- Be friendly, polite, courteous and patient. Do not get involved in arguments with people or lose your temper. Do not insist on your own point of view. However, ensure that everyone follows the procedures for the training.
- Be punctual.
- Be competent. It is important that you perform your tasks well. In order to achieve the objectives, you must ensure that you attend all training of REO's and SOR's sessions and read all materials to make sure that you are familiar with registration procedures. Ask questions about anything you do not fully understand.
- Be respectful to age, tradition, ethnicity, and be sensitive about gender issues. Respect the knowledge and experiences of the participants and try to draw on the collective wisdom of the group.
- Actively involve everyone in the training session. Do not allow one person to dominate the discussion.
- Carry out your tasks impartially and in a non-partisan manner.
- Be accountable and responsible.
- Be helpful to everyone that requires assistance from you.
- You should use your initiative to solve problems that may arise in the course of conducting your training.
- Be accountable and responsible. Keep a record of all participants and evaluations. If you are using any equipment that does not belong to you, take care of it and make sure it is returned to its rightful owner.

CHAPTER TWO - CONFLICT MANAGEMENT

2. What is conflict management?

Conflict management is an umbrella term for the way we identify and handle conflicts fairly and efficiently. The goal is to minimize the potential negative impacts that can arise from disagreements and increase the odds of a positive outcome.

2.1 Different types of conflict

There are many different types of conflict, but for the purposes of this training, we will only look at the four types which are more relevant to our situation:

- a) **Intrapersonal Conflict** – conflict within a person self, e.g. conflict about goals; conflict on use of time; and procrastination (indecision in case of need).
- b) **Interpersonal Conflict** – conflict between two or more persons. This is the most common form of conflict.
- c) **Inter Group Conflict** - between groups of varying size and scope including organizations, political parties, communities and nations. Difficulties of addressing these situations are caused by so many needs, values and concerns expressed by these groups.
- d) **Intra Group Conflict** – conflict between individuals within a particular group such as organization, political party or team.

2.2 The key causes of conflict

(a) Unmet needs and wants

Conflicts happen when people are physical unwell, tired, hungry and overstressed. Also when people's basic needs for recognition, affection and

affiliation are not met in their team or work environment.

(b) Values

Values are those believe we hold dearly. Conflict might happen because of difference in values. Our values as electoral officials are: secrecy of the vote; accountability; non-partisanship; professionalism; integrity; inclusiveness; innovation; respect for the rule of law; service-mindedness; and accessibility.

(c) Perceptions

We see things and interpret thing differently based on our experience. For example, in a meeting, one person may perceive an agenda item as serious, whereas another may discount it as not important. The two different perceptions may grow into a conflict in the group.

(d) Knowledge

Withholding key information from another or the team may create conflict because such behavior deprives other team members the knowledge.

(e) Assumptions

An assumption may lead to misunderstanding and cause conflicts. Assuming is taking anything too much for granted and or accept as being true without proof.

(f) Expectations

When people do not know what is expected from the team collectively and individually, there might be conflicts. Expectations have to be clarified and reviewed from time to time.

2.3 How do people react to conflict?

People react to conflict differently:

- (a) Some calmly and others with an explosive response.
- (b) Some people flee from the conflict and others come back fighting.
- (c) Some individuals look for ways to negotiate, while others pushing to get their way.
- (d) Many people do not like conflict and want to avoid uncomfortable feelings associated with conflict.
- (e) Some group of people use inappropriate methods to deal with conflicts.
- (f) Few people confidently and successfully handle conflict.

2.4 How to manage conflict effectively?

(a) Awareness (of the conflict situation)

We should be self-aware of the beliefs and responses in us that perpetuate a negative conflict according to our perceptions.

(b) Willingness (to manage conflict effectively)

- There should be a personal commitment and willingness to change behaviors and attitude when facing conflict.

- Find out what the nature of conflict is and how the conflict manifests itself.
- Work out ways and means to manage conflict.
- Try to prevent the conflict before it appears.
- Change the belief system and examine and see your place in the conflict.
- The will to change the nature of conflict is entirely within us.

(c) Skill (to handle and manage conflict)

We must develop the skills necessary to effect the change required in solving conflict. Some of the skills needed in conflict resolution and management are as follows:

- Ability to convey a message where feelings and needs are stated in a non-threatening way;
- Ability to listen effectively and empathetically;
- Ability to analyse problems and situations; and
- Creativity to find workable responses within conflict situations.

CHAPTER THREE - DUTIES AND RESPONSIBILITIES OF THE RETURNING OFFICER

3. Introduction

Section 65 of the Electoral Act provides for the appointment of returning officers and other election officers. Furthermore, in terms of Section 65 (1) (a)(i)-(iii) the Commission must appoint, subject to subsection (9) - a returning officer who has, subject to the direction and supervision of the Chief Electoral Officer, the powers and functions as may be conferred or imposed on him or her by or under this Act, and such additional returning officers or assistant returning officers for a constituency or a local authority area as the Commission may determine.

The incumbent is required to be sufficiently conversant with the provisions of the Electoral Act and electoral process, and to execute and harmonize the electoral activities in an efficient and effective manner in a designated constituency.

By virtue of appointment, every Returning Officer is given the powers, in terms of Section 65(1)(a)(iii) of the Act, to perform, *among others*, the following *main duties and responsibilities*:

- (a) Conduct training for polling officials and assessment to ensure required understanding and capability to perform the assigned duties and responsibilities clusters;
- (b) In terms of Section 65 (8) of the Act, by virtue of appointment each, Returning Officer shall serve as a commissioner of oath and administer a declaration of secrecy as deemed necessary for the purposes of carrying out the Act. Therefor a Returning Officer shall

administer an oath of secrecy or affirmation of all polling officials and any other person assigned for the duration of their appointment, for the purpose of the conduct of election;

- (c) The Commission must ensure that the Returning Officers appointed have demonstrated their knowledge, expertise, management, administrative, communication and mediating abilities and skills during previous electoral activities.
- (d) The duties of the Returning Officer are many varied. The need for him or her to perform such duties with integrity and competence is vital.
- (e) Supervise all polling stations in the constituency of appointment and report to the REO concerned.

In addition, the Returning Officer must perform the following ***specific duties and responsibilities***:

3.1 Election Planning

Proper Planning coupled with timely availability of resources is necessary in order to ensure an effective and efficient polling process. Before commencing the polling exercise the following activities should be carried out:

- Establishment of centre of operation
- Preparations of schedule of election events
- Materials and Logistics Coordination
- Security Arrangements

- Stakeholder Consultation at constituency level
- Training of polling officials
- Deployment and Demobilization of Teams
- Verification, determination and announcement of results and transmission of the results to CERC
- Compilation of Constituency Election Report

3.2 Establishment of centre of operation

Identify an office space in a constituency of appointed duty. Make sure that all the necessary election forms and material are provided for the conduct of elections in his/her area. Discuss the matter with REO, if there are shortages of supplies or any other difficulties, or if necessary, contact the *Electoral Commission – Logistics*. Ensure that care is taken in providing adequate security for all forms and other election materials under his/her control.

3.3 Preparations of schedule of election

Prepare schedule of election events in collaboration with REO where necessary. Try to include on the “*list of things to do*” all the important election activities involved, and assign a starting date and a finishing date to each activity and make every effort to finish each activity on time. Take the National Election Calendar into account when drafting schedule of electoral activities. Provide REO, with a copy of Schedule of Election Events. Review and update the election schedule on regular basis as part of monitoring.

3.4 Polling venues mapping

Mapping of polling venues involves visiting identified and established venues to determine their appropriateness, accessibility and suitability. The Returning officer must make all the necessary

arrangements to ensure the smooth running of the polling process, and exercise general control over polling stations in the constituency of appointment.

The following information is gathered in regard to each polling venue during mapping:

- i) Physical location of the polling station;
- ii) Distance of the polling station from the constituency office;
- iii) Terrain of the polling station;
- iv) Road network
- v) Availability of Global System for Mobile (GSM) network
- vi) Global Positioning System (GPS) coordinates
- vii) Availability of Electricity Supply (where there are no electricity arrangements should be made for alternative lighting/power, i.e. use of a generator)
- viii) Availability of physical structures e.g. buildings;
- ix) Type of facility, school, hall, private property;
- x) Water and Sanitation;
- xi) Sufficient space outside or inside for applicants to queue while waiting to cast their votes;
- xii) The owners of the buildings have given their consent for the property to be used as polling venues (where it is necessary for the Commission to pay rental fees, prescribed procedures must be followed as determined by the Commission)
- xiii) Proper arrangements have been made for the polling officials to gain access to the polling station on the day of deployment and or commencement of poll. Proper arrangements must be made for the handing over of keys prior to commencement of poll;

- xiv) There is enough furniture (desks, tables and chairs) for officials and where possible for voters during voting. Any matter relating to the inadequacy of an unsuitability of polling venues must be brought to the attention of the REO or directly to the Division: Planning and Registration in extreme cases.
- xv) Accessibility to persons with disability;

3.5 Materials and Logistics

- (i) The Returning Officer is required to establish and maintain close contact with the Logistics Officers to ensure sufficient materials and equipment for the teams;
- (ii) He or she should ensure the provision of adequate election materials and equipment for the conduct of election in the constituency of appointment and inform the REO on any shortage of materials and equipment;
- (iii) Make careful planning for the transport, storage and security of Ballot Papers and other sensitive polling materials on polling day and after the closure of the polls and required to account for every material supplied to the teams.

3.6 Security Arrangements

- a) He or she must follow-up with Police Station Commanders as provided for in the Standard Operating Procedures:
 - (i) On security arrangements initiated by the REO with regard to the election materials and equipment;
 - (ii) To identify the most suitable secure place where all sensitive election materials namely Integrated Mobile Voter's Registration Kits and printers

should be safely stored from ECN main logistics, when returned from the polling stations after closing of the polls and at demobilization of teams.

3.7 Stakeholder consultation at constituency levels

By virtue of appointment, every Returning Officer is required to create a platform to constantly engage and interact with the constituency-based stakeholders to share necessary information critical to the election process.

Political parties, candidates and organizations as well as voters are the key stakeholders of the ECN in the electoral process. These election contestants compete for votes through election campaigns by convincing eligible voters to gain ballot access through the nomination process. The legitimacy of electoral process will be therefore threatened if results are not accepted due to real or perceived electoral fraud or irregularities.

Equally, the eligible voters also serve as key stakeholders giving ballot access to contestants through voting process. As part of key stakeholders, voters must also perceive and believe that the results officially declared are valid, and represent the expressed will of the entire electorate.

It is therefore a pre-requisite to establish an appropriate platform to engage all stakeholders at national level, regional, constituency/local authority level to ensure transparency, fairness and equal opportunity in sharing information towards the execution of the envisaged electoral activities and uphold participatory democracy.

The following are the key stakeholders, but not limited to, in electoral process at regional level:

- (a) Citizens (eligible voters),
- (b) Political parties/independent candidates,
- (c) Regional and Local Authority Councils,
- (d) Namibian Police,
- (e) Offices/Ministries/Agencies (OMAs);
- (f) Associations; Non-Governmental Organizations (NGOs),
- (g) Civil Society Organizations (CSOs),
- (h) Media,
- (i) Community Leaders/Traditional Leaders, and
- (j) Church Leaders.

3.8 Training of polling officials

Every Returning Officer is required to train polling officials in collaboration with the REO's, Regional IT and other support staff from ECN HQ where applicable.

3.8.1 Tips on how to conduct training

Much of the trainings will depend on your facilitation, as well as the level of constructive trainees' participation. Here are some useful tips on how to conduct a training session.

(a) Use group work

During your training sessions rely heavily on group work for learning. When there is one person talking in a class, everyone else should be listening. Working in groups implies more people are talking/participating and less are listening. The following are tips of dealing with working groups:

- Divide participants into groups in an objective manner

- Ensure everybody understands the instructions and the objective of the activity
- Each group choose a chairperson and a rapporteur. Advise the participants to choose new leaders for each activity.
- Give groups a clear indication of the time they have for an activity. Before the time is up, alert the groups how much time is still left.
- Ensure that there is participation, and that no one dominates discussions.
- Move around the groups as they work to ensure they are on target and to help clarify any issues.

(b) Be prepared

Preparation is the key to conducting successful training. As trainer you must know the subject matter and be familiar with the course materials.

(c) Be flexible and realistic

You should be flexible by adapting the training session to meet the needs of the participants.

(d) Acknowledge your own weaknesses

Acknowledging when you do not know the answer is not a weakness, but a mark of confidence and an honest trainer. It is important to ensure that participants do receive clarification later on issues you cannot address at that moment.

(e) Be open to learn

You are amongst your peers. Training others is also an opportunity for you to learn from the participants. Never assume that participants have nothing new to offer.

(f) Evaluate the training

You must, as part of your work, constantly assess and adjust the training program as needed, as well as group activities, to ensure equal participation. As part of every chapter, there is an inbuilt evaluation component. In addition, at the end of a training you should give participants an opportunity to provide feedback on the training. This will help you obtain information on how well the activity went and what improvement the Commission need to make in future trainings. The evaluations should be part of your overall report after the registration process.

3.8.2 Preparing for the training session

It is important to make some plans and arrangements before holding your training session. The sooner you plan and organize your training session, the easier it will be to manage. If arrangements are left to the last minute, chances are greater that things will go wrong.

Step 1 – Planning the Training Session

The first step is to plan the session. The checklist below will assist you in thinking through the logistics and details that you may need to arrange.

Participants

- Liaise with the REO and HQ Human Resource Department on the list of registration officials assigned for your constituency;
- Ensure whether all officials have been informed about the training session?
- How many participants will attend the training?

- Ensure that only officials listed on the register provided to you attend the training session.

Location/Equipment

- Training venues should have already been identified by the REO's. Ensure that you familiarize yourself with the location of the venue timeously.
- What facilities are available? For example, are the tables and chairs so that participants can be seated?

Step 2 – Prepare Yourself

- Begin your preparation by reading through this Manual, the Polling Officials Training Manual, User Operator Manual for the Integrated Mobile Voter Registration System and any supplementary materials provided to you.
- Think about the people you will be training and their experience.
- If the session will be your first time using these materials, practice delivering each portion of the course.
- Secure the training materials required

3.8.2.1 A typical training Day

A typical training day begins around 08:00/08:30am in the morning and ends at around 5:00/5:30pm in the afternoon. Topics are normally organized into 1½ to 2 hours before a break.

i) Registration – Roll call

Arrange for roll call on arrival. The roll call of participants enables you to have a record of those who are supposed to attend the training so that you can always cross-check those who have been trained. Secondly, you need the

participants list for accountability purposes.

ii) **Sitting Arrangements**

Design a sitting arrangement which enables for active participation during the training. The sitting arrangement should be determined by the number of participants. The arrangement you choose should ensure interaction and participatory learning. It should also enable as many participants as possible to see each other and designed to enable free movement.

iii) **Opening**

Always begin every training session with a word of prayer. It is always advisable to get a volunteer from the participants to lead in prayers. In doing so be sensitive to and balance the different faiths represented in the training. Have welcome remarks to set the context of the training and enable participants understand why the activity is being undertaken.

iv) **Ground Rules**

Always develop rules to govern the conduct of the training. This should be generated from the participants. The process should be participatory. As a trainer ensure that the rules are clear and focused. Ensure that these rules, once developed, are applied to guide the training.

v) **Evaluation**

End the training by having the participants assess the conduct and utility of the training. At the end of every session, there

are suggested criteria for assessing the knowledge of the topic after the training.

3.9 Deployment, Activities during polling and Demobilization of Teams

3.9.1 Deployment

- a) One day before the deployment of teams, the Presiding Officer and or Driver will be required, under your supervision and if applicable the transport officer, to make arrangements for the collection of vehicles;
- b) Ensure that all teams arrive early in the morning of deployment day for collection of non-sensitive and sensitive election materials for the respective stations of distribution;
- c) You will be required to prepare a deployment plan for the teams assigned in the constituency of operation and ensure the teams are deployed in such a manner that those who are expected to operate in far remote areas are deployed first;
- d) The REO's should ensure that the necessary logistical arrangements with the respective NAMPOL Regional Commanders in the regions have been made for final arrangements pertaining to the Police Officers who are expected to accompany every team to ensure reporting for duty upon collection of Biometric Voter Registration Kits from Police Stations for deployment;
- e) Returning Officer should ensure that Police Officers maintain safety and security at all times during the polling process in compliance with all specified measures;

3.9.2 Activities during Polling

Every Returning Officer is required during polling day to carry out the following activities and must:

- (i) Expected to take all necessary action to ensure that all polling stations under his/her control open on time **(07:00am)** on **POLLING DAY** – he/she should emphasize this to the Presiding Officers and other polling station staff. They are strictly required to arrive at the polling stations at least 1 (one) hour before the opening of the station – or overnight at their polling stations as may be directed by the Commission.
- (ii) Required to ascertain whether all polling stations opened on time and whether any of them is experiencing any early problems.
- (iii) Submit a status report to the CEO by 10:00am on polling day, through the regional electoral officer, as soon as he/she has obtained the necessary information about the opening of polling stations and any problems, which they may encounter.
- (iv) Expected to be ready throughout the period of voting to give assistance to any Presiding Officer who is experiencing problems.
- (v) Create a platform for communication with Presiding Officers, i.e. WhatsApp group;
- (vi) On an hourly basis where possible, conduct visits to polling teams;

3.9.3 Demobilization

During any process of polling, demobilization of teams marks the end of electoral activities undertaken. All election materials and equipment received from the Presiding Officers must be accounted for in a prescribed manner and be accompanied by a comprehensive report submitted by every presiding officer that shall form part of the report of Returning Officer which must be submitted to the REO.

Upon completion of polling process, all teams shall be demobilized in the following manner:

- i) Teams shall be demobilized upon completion of all returns (forms);

- ii) All Presiding Officers under the supervision of the Returning Officer shall be required to account and deliver non-sensitive materials to regional store and sensitive materials to the police station for safe custody and eventual dispatch back to HQ;
- iii) Returning Officer should ensure that all teams submit all the necessary paper work (FORM 35, 36, 37, 39, and any other relevant forms including the Occurrence Book);
 - i) REO's shall be required to accompany sensitive materials back to the HQ and go through a prescribed administrative verification process to ensure that all materials used are fully accounted for.

3.10 Duties after the close of the poll, Returning officer is:

Required, after the close of the polls, to receive the following items from each Presiding Officer for safekeeping by the police: You will receive the following items from each Presiding Officer for safe keeping by the Police:

- (a) *Closed and sealed ballot boxes used at polling stations;*
- (b) *Separately sealed packages containing;*
- (c) unused ballot papers;
- (d) all spoilt ballot papers;
- the counterfoils of used and spoilt ballot papers;
- all registration cards seized at the polling station in terms of S.100(10) of the Electoral Act;
- the stamp for the official secret mark used at the polling station; and
- any other polling equipment as may be prescribed.

3.11 Receipt, inspection and verification of ballot boxes

- a. The RO shall take charge of the receipt of all the ballot boxes and packets.

- b. He/she must examine whether the seals on the used ballot boxes are intact.
- c. He/she shall allow the party agents in attendance to do the same.
- d. The RO shall then verify and reconcile the correctness of the return (**Form 36**) furnished by the Presiding Officer concerned in relation to used, unused, spoiled ballot papers = total ballot papers supplied.
- e. RO shall then verify the correctness of **FORM 37** – Counting and Announcement of Results by Presiding Officer.
- f. After verification, populate results in electronic excel sheet
- g. After verification Complete FORM 38 in duplicate – Total Results in respect of total number of votes recorded at Collation Centre.

3.12 Determination and announcement of results

When the verification and collation of votes has been completed, the returning Officer **MUST**

- i. announce the result in the prescribed manner and
- ii. Post a copy of the results outside the collation centre; with

As soon as practicable the RO transmit the results to the Electoral Commission (all FORM 26/FORM 28 (Form 36 and FORM 38 from Presiding Officers) through manner directed.

3.13 Occurrence Book

In terms of Section 204 of the Electoral Act,

- (1) an Occurrence Book (OB) is to be kept at every registration point, polling station,

and collation centre in which all complaints, events in which a person is dissatisfied and incidents are recorded and signed by any person present as a witness, but any event or complaint that is not recorded and signed in the OB is deemed not to have occurred, and the burden of proof lays with the person alleging the occurrence of the incident or complaint;

- (2) A regional electoral officer, returning officer, presiding officer, counting officer, polling officer, police officer, staff member or temporary staff member appointed by the Commission, persons referred to in section 18(17)(b) or 24(2), election agent, counting agent, a person appointed by an accredited observer or every candidate for an election may enter into an Occurrence Book any complaint, incident, fraudulent, irregular or illegal activity.

- (3) A supervisor of registration, presiding officer, or returning officer may not deny any person referred to in subsection (2) permission to record any complaint, incident, fraudulent, irregular or illegal activity.

Based on the above, it should be noted that an OB is not an administrative but legal instrument. For administrative purposes Returning Officers and Presiding Officers must make use of note books provided.

CHAPTER FOUR – ELECTION ADMINISTRATION

4.1 Key understanding: The structure of the Commission

Learning Outcomes:

- The ability to understand the structure, the powers and functions of the Commission
- The ability to understand the stakeholders of the Commission and their roles in electoral process

Assessment Criteria

- Explain the structure of the Commission and their functions
- Who are the stakeholders of the Commission and their roles

Topic	Description	Resources
The structure of the Commission (1 hour 30 minutes)	Learning outcome 1: The ability to understand the structure, the powers and functions of the Commission Step 1: Ask the participants to outline the powers and functions of the Commission Step 2: Refer to the training manual to outline the powers and functions	Training manual polling officials Chapter 1 Electoral Act Flip Chart Marker Pen
	Learning outcome 2: The ability to understand the stakeholders of the Commission and their roles in electoral process Step 1: Ask the participants to list who are the stakeholders of the Commission in the electoral process Step 2: Refer to the training manual to outline the roles they play in the electoral process	
	Learning outcome 3: The ability to understand the types of polling stations Step 1: Ask the participants to state the different types of polling stations Step 2: Explain why necessary to close, seal and reopen the aperture of ballot box during polling	
	Make your point <ul style="list-style-type: none">• The Commission is established in terms of Article 94B with exclusive mandate to direct, supervise, manage and control the conduct of elections and referenda.• The stakeholders of the Commission	

CHAPTER FIVE – GENERAL RESPONSIBILITIES OF PRESIDING OFFICER

5.1 Key Understanding 1: Presiding officer as the most senior officer at the polling station

Learning Outcomes

- The ability to understand the duties and responsibilities of the presiding officer
- The ability to understand the types of polling stations and polling station layout

Assessment Criteria

- Describe the duties and responsibilities of the presiding officer
- State the different types of polling stations and demonstrate the voting steps

Topic	Description	Resources
General Responsibility of Presiding Officer (45 minutes)	Learning Outcome 1: The ability to understand the duties and responsibilities of the presiding officer Step 1: Ask the participants to describe the duties and responsibilities of the presiding officer and note them on a flip chart.	Polling Officials Manual Chapter 2 Flip Chart Marker Pen
	Learning Outcome 2: The ability to understand the types of polling station and polling station layout Step 1: Discuss the general layout of the polling station	
	Make your point: 1. The presiding officer is responsible for the smooth function of the polling station, managing the team and accountable for all election materials 2. When plan for polling station layout take into consideration, the size of the structure, the lighting and the location of the windows.	

5.2 Key Understanding 2: Responsibilities of presiding officer on polling day

Learning Outcome

- Describe the responsibilities of the presiding officer before opening the poll

Assessment Criteria

- The ability to understand the responsibilities of the presiding officer on polling day before opening the poll

Topic	Description	Resources
Responsibilities of presiding officer on polling day (30 min)	Learning Outcome 1: The ability to understand the responsibilities of the presiding officer on polling day before opening the poll Step 1: Ask the participants to list the responsibilities of the PRO on polling day before opening the poll Step 2: Refer to the training manual for polling officials	Polling Officials Manual Chapter 2 Flip Chart Marker Pen The Electoral Act
	Make your point: All persons must adhere to the laws relating to voter registration. Failure to do so has legal consequences.	

CHAPTER SIX – VOTING DAY

6.1 Key Understanding 1: The duties of the Presiding Officer prior to the opening of the polling station

Learning Outcomes

- Describe the duties of the presiding before the opening of the poll

Assessment Criteria

- The ability to understand the duties of the presiding before the opening of the poll

Topic	Description	Resources
The duties of the presiding officer before the opening of the poll (30 minutes)	Learning Outcome 1: Describe the voting steps and procedures Step 1: Ask the participants to describe the voting steps and procedures Step 2: Refer to the training manual	Flip chart, marker pens, masking tape Training Manual Chapter 3
	Make your point: Ensure the polling station is accessible visible to all voters when they visit the polling station.	

6.2 Key Understanding 2: Voter verification device and its functions

Learning Outcomes

- Explain the voter verification device and its functionality

Assessment Criteria

- The ability to understand the voter verification device and its functionality

Topic	Description	Resources
Voter verification device and functionality (2 hours)	Learning Outcome 1: The ability to understand the voter verification device and its functionality Step 1: Explain the voter verification device and its functionality Step 2: Refer to the training manual	Flip chart, marker pens, masking tape, verification device (tablets) Training Manual Chapter 3
	Make your point: Ensure the voting steps are clearly visible to voters when they entering the polling station.	

CHAPTER SEVEN – DUTIES AND RESPONSIBILITIES OF ELECTION OFFICIALS

7.1 Key Understanding 1: Duties and responsibilities of election officials

Learning Outcome

- Describe the specific functions of the election in relation to the voting process
- Discuss the voting procedures

Assessment Criteria

- The ability to understand the roles of election officials in relation to voting process.
- The ability to understand the voting steps and procedures

Topic	Description	Resources
Duties and responsibilities of election officials	Learning Outcome 1: The ability to understand the roles of various polling station personnel in relation to voting process. Step 1: Ask the participants to name the polling personnel they know (by position) Step 2: Make reference to the polling training manual and build on their responses to explain the functions and roles of the election officials during voting process	Voter Registration Training Manual Chapter 4 Flip Chart Marker Pen
	Learning Outcome 2: The ability to understand the voting steps and procedures Step1: Explain the voting steps and procedures Step 2: Demonstrate the voting steps and procedures Step 3: Make reference to the polling training manual	
	Make your point: Election officials play various roles in a polling station; the voting steps and procedures make it is for the smooth running of the polling station.	

CHAPTER EIGHT – SPECIAL PROCEDURES

7.1 Key Understanding: Special voting procedures

Learning Outcomes

- The ability to understand the special voting procedures
- The ability to assist a voter who need assistance;

Assessment Criteria

- Discuss the special voting procedures;
- Describe how to assist a voter who need assistance;

Topic	Description	Resources
Special voting procedures (1 hour)	Learning Outcome 1: The ability to understand the special voting procedures Step 1: Ask the participants to explain the special voting procedures Step 2: Ask participants to describe on how to assist a voter who needs assistance..	Flip charts, marker pens Training Manual Chapter 5

CHAPTER NINE – CLOSING OF THE POLL (STATION)

8.1 Key Understanding: Closing of the poll and counting of votes

Learning Outcomes

- The ability to understand the closing procedures of the polling station
- The ability to understand the counting procedures

Assessment Criteria

- Ask participants to demonstrate on how to close the polling station
- The ability to complete relevant forms e.g. Form 36, Form 37
- Describe counting methods

Topic	Description	Resources
Closing of the poll and counting of votes (1 hour)	Learning Outcome 1: The ability to understand the closing procedures of polling station. Step 1: Ask the participants to demonstrate on how to close the polling station; Step 2: Demonstrate steps to follow during enrolment of a kit operator	Training manual chapter 6 Flip Chart, marker pens
Counting of votes	Learning Outcome 2: The ability to understand the counting procedures; Step 1: Demonstrate the counting methods Step 2: participants able to complete Form 36 and 37	
	Make your point: <ul style="list-style-type: none">• Make sure that participants understand the closing of poll and counting procedures.	

CHAPTER TEN – ELECTION RESULTS UPLOAD

9.1 Key Understanding: Election Results Upload

Learning Outcomes

- Explain and demonstrate how to complete the results form electronically
- Explain and demonstrate on how to upload the election results for the polling station

Assessment Criteria

- The ability to understand the completion of the results forms electronically
- The ability to upload the election results for the polling station

Topic	Description	Resources
Election results upload (1 hour)	Learning Outcome 1: The ability to understand the completion of the results forms electronically. Step 1: Ask the participants to practice on how to complete forms electronically Step 2: Make reference to the training manual	Training manual chapter 8, Tablets Flip Chart, marker pens Regulations
	Learning Outcome 2: The ability to upload the election results for the polling station Step 1: Ask the participants to practice on how to upload the election results for the polling station	

CHAPTER ELEVEN – ELECTION REPORT

10. Introduction

10.1 A report is an account of something what one has done, as evidence in providing feedback on activities carried out during a period of time. A report must be a written document that presents the results of activities, an in-depth analysis of a particular issue, challenges encountered. The purpose is to inform and present options and recommendations for future action.

There are many ways on how to present or write a report, but for the purpose of election, the report should cover the following:

10.1.1 Background information

Provide a brief introduction and short historical background of your constituencies (*i.e. geographically, demographically, terrain, etc.*), if possible, and on the activities you carried out during a given period of time.

10.1.2 Polling stations

Provide information regarding the determination and the verification process undertaken, consent with venue owners, encounters with private farm owners, and needs assessment analysis to determine the resources to be availed. Any new additional registration venues, etc.

10.1.3 Stakeholders Consultation

Stakeholders' consultation or engagement is very critical to ensure transparency, fairness and equal opportunity in sharing information towards the execution of the envisaged electoral activities in your constituency of deployment and uphold participatory democracy. It is therefore required from every Returning Officer to consult and engage with stakeholders in your constituency. Provide feedback in your report on issues discussed, or come up from the stakeholders, expectations, questions, etc.

10.1.4 Training of Polling Officials

Briefly provide feedback on the training conducted in your clusters at all level, this includes but not limited to:

- Number of participants;
- How the number of the participants were clusters or group;
- Days allocated for training sufficient or not
- Did the training materials arrived on time and adequate

10.1.5 Assessment and performance of polling officials

In terms of section 65 (2) of the Electoral Act (Act No. 5 of 2014), as amended, the Commission must ensure that various officers appointed are well trained and have passed eligibility tests. Provide feedback in your report on how the polling officials performed to determine their capability for deployment.

10.1.6 Logistics

The information to be provided regarding logistics, should cover the following:

- Receiving of materials from ECN HQ and regional depot (*both sensitive and non-sensitive, how many received, how many issued and how many unused*)
- Distribution of election materials to teams (*were the materials sufficient, etc*)

10.1.7 Deployment of teams

Provide information on how many teams in your constituency and how did deploy your teams as well as departure and arrival to their different registration venues.

10.1.8 Conduct of election (including statistics)

In summary, provide feedback on polling process, this include the overall turn out with specific reference to the different categories of targeted groups, i.e. youth, elders, people with disabilities, etc. whether long ques were observed. Also observe polling stations were majority of people went to vote and so on. Importantly give feedback in terms of whether there were technical problems experienced with the equipment deployed, e.g. tablets

10.1.9 Transport

Provide number of vehicles allocated for polling process to your constituency/region whether government or private vehicle (*the information must include, type of vehicle, registration number, allocated to which team in case of private vehicle indicate the owner, etc*)

10.1.10 Demobilization of teams

Demobilization of teams and the return of sensitive materials signify the end of the election process. Provide feedback on how the process transpired and any challenges encountered.

10.1.11 Challenges and recommendations

Under this as Returning Officer you are required to provide a comprehensive overview of the challenges encountered and any other observations. As official responsible for overseeing the election process in the constituency you are also expected to provide recommendations for the efficiency of the process in future.

ANNEXURES

Infringement of Secrecy	(Section 177 of Electoral Act No.5, 2014) as amended
Schedule 2	Bill of Fundamental Voters' Rights and Duties
Elect 3(a)	Declaration of Secrecy under Oath
Elect 4(a)	Regulation Governing Administering of an Oath or Affirmation
Elect 7	List of Election Material issued by Electoral Stores
Elect 11	Checklist of tasks to be performed by presiding officer
Elect 12	Authorization for person to be admitted into polling station
Elect 15	List of persons refused voting on the ground that their fingers display the identification mark/ink
Elect 21	Serial Numbers of Ballot Books and seals issued
Form 35	Account of Seals used
Elect 26	Public notice of the names and addresses of Election and Counting agents
Elect 27	Authorization for person in possession of a valid and appropriate voter's registration card to vote in the above named election
Form 15	Appointment of Election Agent/s or Counting Agent/s
Form 16	Notification of*revocation of appointment/death/incapacity of *Election/Counting Agent/s and the appointment of another person in *his/her place Form
Elect 31	Ballot Books transfer from one polling station to another
Form 36	Ballot Paper Account By The Presiding Officer
Form 37	Counting And Announcement of Results by Presiding Officer
Form 26 (Returning Officer)	Announcement of the results in Presidential Elections
Form 28 (Returning Officer)	Announcement of the results in National Assembly Elections
Form 39	Account of persons who voted outside their constituencies

INFRINGEMENT OF SECRECY

Section 100 of the Electoral Act, 2004(Act 24 of 2004)

- 100 (1) Every officer or agent to the extent determined by this Act, present at a polling station shall maintain and aid in maintaining, the secrecy of the voting at that polling station, and shall not communicate except for any purpose authorized by law, to any person any information likely to defeat the secrecy of the voting.
- (2) Except as provided in this Act, no persons shall interfere with or attempt to interfere with a voter when marking his or her vote, or otherwise attempt to obtain at a polling station information as to the political party or candidate for which any voter at that polling station is about to vote or has voted, or communicate at any time to any person any information obtained at a polling station as to the political party or candidate for which any voter at such polling station is about to vote or has voted.
- (3) No person shall, directly or indirectly, induce any voter to display his or her ballot paper, after he or she has marked it, in such a manner as to make known to any person the name of the political party or candidate for which the voter has marked his or her vote.
- (4) (a) Every person present at the determination of the result of a poll in any election shall maintain and aid in maintaining, the secrecy of the voting and shall not attempt to ascertain at such determination, or communicate any information obtained at such determination as to the manner in which any particular person marked his or her ballot paper.
- (b) No person present at the counting of votes shall communicate to any other person any information obtained at such counting about the political party or candidate in respect of which a vote has been recorded in any spoilt ballot paper.
- (5) Except as provided in this Act, no person shall attempt to ascertain, or directly or indirectly assist in ascertaining, for which political party or candidate any voter has recorded his or her vote.
- (6) Any person who in the carrying out of his or her duties under this Act, has obtained any knowledge as to the political party or candidate for which any person has recorded his or her vote, shall disclose such knowledge.
- (7) No person shall, except upon the order of any court or as authorized by this Act, break the seal of a sealed packet or open such packet.
- (8) The provisions of this section shall not be construed as preventing any person from conducting any opinion poll in relation to the support enjoyed by the several political parties taking part in any election in question or by the policies which they advocate or by respective candidates at that election, or the publishing of the result of such an opinion poll so conducted.
- (9) Any person who contravenes or fails to comply with any provision of this section, shall be guilty of any offence and on conviction be liable to a fine not exceeding N\$ 4 000 or to imprisonment for a period not exceeding twelve months or to both such fine and such imprisonment.

SCHEDULE 2
BILL OF FUNDAMENTAL VOTERS' RIGHTS AND DUTIES
(Sections 1(3)(b), 49(2) and 95(b))

1. The Commission and any other person must respect, protect and uphold the rights and duties contained in this Schedule.
2. Every Namibian voter has the right to –
 - 2.1 a free, fair and credible voting process and to have non-discriminatory and equal access to the electoral system.
 - 2.2 receive and cast a ballot paper that –
 - (a) is valid and written or displayed (considering the use of electronic voting machines) in a form and manner that allows the clear identification of candidates, political parties or organisations (some people may choose to cast their votes in either the presidential or national assembly elections); and
 - (b) accurately records the voter's preference in the selection of candidates, political parties and organisations or a referendum question.
 - 2.3 have questions concerning voting procedures explained (including consideration of blind and deaf voters), and to have an explanation of the procedures written and posted in a clearly visible place at the polling station.
 - 2.4 vote without being intimidated, threatened, coerced or unduly influenced by election officials or any other third party.
 - 2.5 vote on election day and if the voter is waiting in line at a polling station, to vote, as far as possible, (before the designated closing time) of the polling station, provided that the voter has not already cast a vote in the election.
 - 2.6 return a spoiled ballot paper and to receive another ballot paper in its stead.
 - 2.7 request for and receive assistance of an individual of his or her choice, who is a Namibian citizen eligible to vote and a registered voter, in voting, if necessary.
 - 2.8 a polling booth constructed in a manner possible for physically disabled voters to cast a vote.
 - 2.9 in the case of ballot papers, a sample ballot paper, which is accurate and informative, and in the case of electronic voting, to explanation on the use of the equipment for voting during election training.
 - 2.10 lodge, subject to this Act, in accordance with relevant procedures, complaints and challenges about the general conduct of elections and the election process and to have the complaints and challenges, so lodged, resolved by a relevant authority, a competent court or tribunal fairly, efficiently and timeously.
3. Every Namibian voter has the duty to –
 - 3.1 respect the political will and decision of other voters and refrain from coercing or offering any monetary or other kinds of inducements to other voters so as to influence their vote in whatever manner.
 - 3.2 not to interfere unjustifiably or in bad faith with the functions of election officials.
 - 3.3 refrain from dressing in any political party colours and regalia within five hundred meters of polling stations or other electoral centres.
 - 3.4 refrain from the abuse of alcohol and not to attend to voting whilst under the influence of alcohol or other stupefying drugs, which may impair the ability to act with a sense of responsibility and dignity.
 - 3.5 ensure that peace and order prevail at all times during elections and to refrain from instigating, participating and involving in any conduct which may result in causing any infringement upon any other voter's right to participate in elections without fear.
4. These rights and duties apply with the necessary changes to referenda.

REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA

Elect 3 (a)

Tick in block for the appropriate election

Presidential Election	x
National Assembly Election	
Regional Councils Election	
Local Authorities Election	

(Section 71 of Act 5 of 2014))

DECLARATION OF SECRECY UNDER OATH with regard to the election to be held on
(day/month/year)...**27 November 2024**...

NB(*delete whichever is not applicable)

I, **John Hausiku**.....(full names in block letters)appointed as
Polling Officer... for the **Insu Primary School**.....*polling station/*~~registration point~~
in the **Tondoro**.....Constituency/.....Local Authority Area **Kavango West**..Region
Solemnly *swear/*~~affirm~~ and declare that I will not at this election do anything prohibited by section 71 of
the Electoral Act 2014, which I have read and fully understand

Signature: *J.P. Shapi*.....

Date: **27 November 2024**.....

I hereby certify that the declarant acknowledges that he/she knows and understands the contents of the above
declaration and that:

I duly administered the oath as prescribed by the Justices of the Peace and Commissioners of Oath Act (Act
16 of 1963, section 10) and the Regulation no. R1258 of July 1972 and that thereafter the declarant signed the
declaration before me.

Tick in appropriate block

Returning Officer	
Presiding Officer	x
Commissioner of Oaths	

Full Names(block letters) **Martha Haingura**.....

Business Address: **ECN HQ, Election House, Windhoek North**...

Official Designation: **Presiding Officer**.....

Area/Duty Station where appointed: **Insu Primary School**.....

Signature: *M. Haingura*.....

Date: **27.11.2024**.....

(Issued by the Electoral Commission of Namibia)

Date Stamp

REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA

Elect 4 (a)

Tick in block for the appropriate election

Presidential Election	<input checked="" type="checkbox"/>
National Assembly Election	<input checked="" type="checkbox"/>
Regional Councils Election	<input type="checkbox"/>
Local Authorities Election	<input type="checkbox"/>

(Section 71 of Act 5 of 2014)

Regulation no. R1258

AN ADAPTED EXTRACT

REGULATION GOVERNING THE ADMINISTERING OF AN OATH OR AFFIRMATION

1. (a) An **oath** is administered by causing the deponent to utter the following words:
“I swear that the contents of this declaration are true, so help me God”

(b) An **affirmation** is administered by causing the deponent to utter the following words”
“I truly affirm that the contents of this declaration are true”
2. (a) Before a Commissioner of Oaths administers to any person the oath or affirmation prescribed by regulation, he/she shall ask the deponent:
 - (i) whether he/she knows and understands the content of the declaration;
 - (ii) whether he/she has any objection to taking the prescribed oath, and
 - (iii) whether he/she considers the prescribed to be binding on his/her conscience.
(b) If the deponent acknowledges that he/she knows and understands the contents of the declaration and informs the Commissioner of Oaths that he/she does not have any objection to the taking of the oath and that he/she considers it to be binding on his/her conscience, then the Commissioner of Oaths shall administer the **oath** as prescribed by regulation 1(a).

(c) If the deponent acknowledges that he/she knows and understands the contents of the declaration but objects to taking the oath or informs the Commissioner of Oaths that he/she does not consider the oath to be binding on his/her conscience, then the Commissioner of Oaths shall administer the **affirmation** as prescribed by regulation 1(b).
3. (a) The deponent shall sign the declaration in the presence of the Commissioner of Oaths.

(b) If the deponent cannot write, then he/she will affix his/her mark at the foot of the declaration in the presence of the Commissioner of Oaths provided that if the Commissioner of Oaths has any doubt as to the deponent's inability to write, he/she shall require such inability to be certified at the foot of the declaration by some other trustworthy person.
4. (a) Below the deponent's signature or mark, the Commissioner of Oaths shall certify that the deponent has acknowledged that he/she knows and understands the contents of the declaration and he/she shall state the manner, place and date of taking the oath.

(b) The Commissioner of Oaths shall:
 - (i) sign the declaration and print his/her full name and business address below his/her signature; and
 - (ii) state his/her designation and the area for which he/she holds his/her appointment ex officio.
5. A Commissioner of Oaths shall not charge any fees for administering any oath or affirmation or attesting any declaration.
6. (a) A Commissioner of Oaths shall not administer an oath of affirmation relating to a matter in which he/she has interest.

(b) Sub-regulation (a) shall not apply to an affidavit or a declaration mentioned in the Schedule.



Polling Materials

Region:..... Constituency Polling Station

(Section 114 of Act 5 of 2014)

Dispatch of material from ECN Logistical stores to the regions		Return of materials from regions to ECN Logistical stores					
ECN issuing officer		Regional Electoral Officer/Depo Asst and Presiding officer at Depo in Region		Regional Electoral Officer/Depo Asst and Presiding officer at Depo in Region		ECN receiving officer HQ Logistics	
Items	Quantity issued	Quantity Received		If No, show Quantity	Quantity Received	Quantity Returned	Remarks
		Yes	No				
Electoral Equipment							
Ballot Boxes							
No:							
No:							
Steel ballot Box (Unused ballot papers)							
Voter Verification Tablet and Power Bank							
Voting Booth							
Tents							
Tables							
Chairs							
Polling station Banner							
Ultra Violet Light							
Ultra Violet Light Holder							
Election Materials							

Indelible Ink							
Invisible Ink							
Secret Mark							
Ink Pad							
ECN date stamp							
Stamp Ink							
Pen Black							
Boundary Strip							
Rulers							
Name Tags - Presiding Officer							
Batteries (Packets of 4)							
Envelope							
Elect 3(a) Envelope							
Occurrence Book Envelope							
Spoiled Ballot Paper Envelope							
Unused Ballot Envelope							
Forms							
Elect 3							
Elect 4							
Elect 7							
Elect 11							
Elect 15							
Elect 27							
Elect 31							
Form 26							
Form 28							
Form 35							
Form 36							
Form 37							
Form 38							
Form 39							

(a) Issued by: ECN Store Windhoek Name: Date:.....I.D No:.....

(b) Received by:
REO /Depo Assist: Name:..... Date:.....I.D No:.....

Presiding Officer: Name:..... Date:..... I.D No:.....

(c) Returned by:
REO:

(d) Received by:
ECN Store Windhoek

Signature:..... Date:..... I.D No:.....

Signature:..... Date:.....I.D No:.....

Date Stamp

REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA

Tick in block for the appropriate election

Presidential Election	x
National Assembly Election	x
Regional Councils Election	
Local Authorities Election	

**CHECKLIST OF TASKS TO BE PERFORMED BY THE PRESIDING OFFICER
BEFORE THE COMMENCEMENT OF THE POLL**

TASKS TO BE PERFORMED	TICK ALONGSIDE THE TASKS PERFORMED
1. Have you ensured that, before admission, all polling officers and agents have made the declaration of secrecy?	✓
2. Have you logged in the Tablets (Voter Verification Device)? Is the Battery fully charged?	✓
3. Have you ascertained that all the clear plastic ballot boxes are empty?	
4. Have you made the ballot boxes available to those persons entitled to be present at the polling station and as may be in attendance, so as to ascertain, that they are empty?	
5. Have you then sealed the ballot boxes in their presence?	
6. Have you then placed the ballot boxes in a position where it can be seen at all times by yourself, other officers and agents concerned?	
7. Have you, in the presence of any entitled persons that may be in attendance, ascertained that the seals on the metal box with sensitive material have not been tampered with before opening?	
8. Have you ensured that the correct ballot books and quantity have been received?	
9. Have you verified ELECT 21 against the Ballot Books received?	
10. Have you ensured that every ballot paper on the back is marked with the official stamp mark before the ballot paper book is handed to a polling officer for the handing of ballot papers to voters?	
11. Have you ensured that the voting compartments, tables and chairs have been properly arranged?	
12. Have you ascertained that there are no unauthorized objects or notices in the voting compartments?	
13. Have you ensured that all the needed equipment (e.g. pencils in the voting compartments, ultra-violet lights, forms, etc.) are available and in proper positions?	
14. Have you ensured that the notices (e.g. Polling Station Banner and material containing directions for the guidance of a voter) have been effectively displayed?	
15. Have you displayed the Occurrence Book? Is it in full view of and accessible to everyone entering the polling station?	

(Issued by the Electoral Commission of Namibia)

**REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA**

TO: THE PRESIDING OFFICER

AUTHORIZATION FOR PERSON TO BE ADMITTED INTO POLLING STATION

In terms of Section 94 (1) (c) (x) of the Electoral Act, 2014,

I hereby authorize that:

Peter Nghishekwa

Full names:

82042500234

ID Number:

Otjomuise Erf 9921 Stockholm Street

Residential address:

P.O. Box 2351 Windhoek

Postal address:

0811555550

Tel/Cell:

All

to be admitted into thePolling Station

Tondoro

situated in theConstituency/Local Authority for the

Kavango West

..... Region

Presidential

27 November 2024

in respect of theElections to be held as on

P. Shaama

CHIEF ELECTORAL AND REFERENDA OFFICER

20 November 2024

DATE

Date Stamp

(Issued by the Electoral Commission of Namibia)

REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA

Tick in block for the appropriate election

Presidential Election	x
National Assembly Election	x
Regional Councils Election	
Local Authorities Election	

**LIST OF PERSONS REFUSED VOTING ON THE GROUND THAT THEIR FINGERS
DISPLAY THE IDENTIFICATION MARK/INK**
(Section 100(7) (b) of the Electoral Act 5 of 2014)

<i>Serial No.</i>	<i>SURNAME</i>	<i>FIRST NAMES</i>	<i>VOTERS' REGISTRATION NUMBER</i>
1.	Hangula	Peter	24000000001
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
TOTAL			

Onangolo Combined School

Polling station:

Ohangwena

Region:

Epembe

Constituency:

N/A

Local Authority:

Alfeus General Haufiku

Full names of Presiding Officer:

A.G. Haufiku

27.11.2027

Signature of Presiding Officer

Date

(Issued by the Electoral Commission of Namibia)

Date Stamp

REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA

**Ballot boxes marked electoral material containing unused ballot papers, serial numbers
of ballot papers and seals issued
(Section 90 of the Electoral Act 5 of 2014)**

Tick in block for the appropriate election

Presidential Election	x
National Assembly Election	x
Regional Council Election	
Local Authority Election	

Kunene

Region:

Epupa

Constituency:

N/A

Local authority:

Serial numbers of ballot books		Total issued
No.	To	
00000501	00000600	100

Seal numbers issued: **00000501 – 0000600**

6

2

Total seals Total ballot boxes containing unused ballot papers

Thadeus Kakororo

Mike Nganjone

Issued by: Received by:

T.M. Kakororo

M. Nganjone

Signature Signature

Chief Administrative Officer

Regional Electoral Officer

Designation:

Designation:

22 November 2024

23 November

2024

Date: Date:

.....

(Issued by the Electoral Commission of Namibia)

Date Stamp

Elect 26

Presidential Election	X
National Assembly Election	X
Regional Councils Election	
Local Authorities Election	

(Section 66 (8) of the Electoral Act 5 of 2014)

[illegible]

N. Sijipanga

Signature of Returning Officer:
(Issued by the Electoral Commission of Namibia)

37

REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA

Tick in block for the appropriate election

Presidential Election	x
National Assembly Election	x
Regional Councils Election	
Local Authorities Election	

**AUTHORIZATION FOR PERSON IN POSSESSION OF A VALID AND APPROPRIATE
VOTER'S REGISTRATION CARD TO VOTE IN THE ABOVE NAMED ELECTION**

Thomas Uushona

To: The Returning Officer:for the
(full names of returning officer in print)

Onyaanya

.....Constituency.

Anna Amutoko

I, hereby authorize that-
(full name of presiding officer in print)

Maria Nangombe

Full name of voter:.....

Onyaanya

Residential address:

P.O. Box 1234 Ondangwa

Postal address:

85060800466

ID no./DoB/Pp No:

240000050

VRC no:

and whose name does not appear on the voters register to vote in the aforementioned election. This authorization is in terms of section 100 of the Electoral Act No 5, 2014 and subjected to the decision of the Electoral Commission of Namibia.

Onyaanya Primary school

Onyaanya

Polling station:..... **Constituency:**

N/A

Oshikoto

Local Authority:..... **Region:**.....

Ann Amukoto

Name of Presiding Officer in print:.....

A. Amukoto

27.11.2024

Signature of Presiding Officer:..... **Date:**.....

(Issued by the Electoral Commission of Namibia)

Date Stamp

Republic of Namibia
Electoral Commission of Namibia

Tick in block for the appropriate election

Presidential Election	x
National Assembly Election	x
Regional Councils Election	
Local Authorities Election	
Referenda	

BALLOT BOOKS TRANSFER FROM ONE POLLING STATION TO ANOTHER

Region:..... **Zambezi**
 Constituency:..... **Sibbinda**
 Local Authority:..... **N/A**

Serial numbers of ballot books transferred

<i>Polling station 1</i>	<i>Polling station 2</i>
Issued	Received
Number 00001 to number 00100	Number 00001 to number 00100
Number to number	Number to number
Number to number	Number to number
Number to number Geofry Masambo	Number to number

Name of issuing Polling station 1:..... **Sibbinda Primary School**
 Issued by Presiding Officer:..... **Geofry Masambo**
 (polling station 1) (full name in print)

Signature:..... **G. Masambo**
27.11.2024

Date:

Name of receiving Polling station 2:..... **Masokotwani Secondary School**
Sammy Muhau

Received by Presiding Officer:.....
 (polling station 2) (full name in print)

Signature:..... **S. Muhau**
27.11.2024

Date:.....

Issued by the Electoral Commission of Namibia

Date Stamp

APPOINTMENT OF ELECTION AGENTS OR COUNTING AGENTS

(Paragraph 1(2) of the Code of Conduct)

Tick in block for the appropriate election

Presidential Election	<input checked="" type="checkbox"/>
National Assembly Election	<input checked="" type="checkbox"/>
Regional Councils Election	<input type="checkbox"/>
Local Authorities Election	<input type="checkbox"/>

To the **CHIEF REGIONAL OFFICER** for:**Okorukambe**

Constituency

N/A

Local Authority

Omaheke

Region

(*delete whichever is not applicable)

You are hereby informed that the following person(s) have/has been appointed as *Election

Witvlei Community Hall

agent(s)/*Counting Agent(s) at..... *Fixed

PARTY A

Polling Station/*Mobile Polling Station on behalf of *Political party/*Organisation/*Association/*Candidate.

Gabriel Uapingira Mbaisa

1) Full Names:.....

Witvlei, Omitara

Residential Address:

P. O. Box 123, Gobabis

Postal Address:

92090600566

I.D No/DoB/PP No.:

0811777010

Tel/Cell No:

2) Full Names:

Residential Address:

Postal Address:

I.D No/DoB/PP No.:

Tel/Cell No:

And have/has been appointed as *Election agent(s)/*Counting Agent(s) on behalf of

PARTY A

..... *political party/organisation/association/candidate) at the *

Witvlei Community Hall

..... *Polling Station/Mobile Station or *the place where the determination of the result of the poll for the election in respect of the above-said constituency must take place.

George Karamata.**G. Karamata**

Name in Print.....

Signature of *Authorised
Representative/*Independent
CandidateDesignation: **Secretary General**

(*delete whichever is not applicable)

Place **Gobabis**Date **16 .10. 2024****Date Stamp**

*NB(*delete whichever is not applicable)*

**NOTIFICATION OF *REVOCATION OF APPOINTMENT/DEATH/INCAPACITY OF
*ELECTION/COUNTING AGENT(S) AND THE APPOINTMENT OF ANOTHER PERSON
IN *HIS/HER PLACE.**

(Paragraph 1(3) of the Code of Conduct)

Tick in block for the appropriate election

Presidential Election	x
National Assembly Election	x
Regional Councils Election	
Local Authorities Election	

To the **CHIEF REGIONAL OFFICER** for:

Constituency

Local Authority

Region

I, (full names)

Postal Address

Residential Address

Tel/Cell No

do hereby inform the Chief Regional Officer concerned of the *revocation of
appointment/death/incapacity of

(full name)

who was appointed as *Election/Counting Agent(s) for
Political Party/Association/Organisation/Independent Candidate to do duties at the
..... *fixed/mobile polling station/counting venue.

I therefore subsequently wish to inform you that the following person whose particulars
appear hereunder has been appointed as replacement with immediate effect.

(*delete whichever is not applicable)

1) Full Names:

Residential Address:

Postal Address:

I.D No/DoB/PP No.:

Tel/Cell No:

Name in Print

Designation:

*Independent Candidate

(delete whichever is not applicable)

Place

Signature of *Authorised

Representative/Independent Candidate

Date

Date Stamp

**REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA**

ACCOUNT OF SEALS USED

Regulation 6

(Section 92 of the Electoral Act, 2014 (Act 5 of 2014))

Tick in block for the appropriate election

Presidential Election	x
National Assembly Election	x
Regional Council Election	
Local Authority Election	

Oshana

Region:

Oshakati West

Constituency:

N/A

Local authority:

Uupindi Community Hall

Polling Station:

Serial number provided by presiding officer	Seal provided by election/counting agent	Ballot Box Number	Name of election/counting agent and Party/Candidate
ECN0001	KIDF0012	0160	Paul John

Namene Nangombe

Names of presiding officer:.....

N. Nangombe

Signature of presiding officer:.....

27.11.2024

Date:.....

Date Stamp

(Issued by the Electoral Commission of Namibia)

(Section 104 of the Electoral Act, Act 5 of 2014)

Presidential Election	x
National Assembly Election	
Regional Council Election	
Local Authority Election	

Part A: Serial numbers of ballot Paper Books Received		Total of Ballot Papers Received	Part B: Accounted Ballot Papers	Total
No. 00001	No. 00100	100	Unused ballot papers	97
No. 00101	No. 00200	100	Spoiled ballot papers	2
No. 00201	No. 00300	100	Ballot papers in the ballot box	201
TOTAL RECEIVED		300	Total Accounted For	300

Date:

Signature of Returning Officer: Date:.....

REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA
COUNTING AND ANNOUNCEMENT OF RESULTS BY THE PRESIDING OFFICER

Regulation 11

Section 105 of the Electoral Act, 5 of 2014

Tick in block for the appropriate election

Presidential Election	X
National Assembly Election	
Regional Councils Election	
Local Authorities Election	
Referenda	

(PART A OF FORM 37: TO BE COMPLETED BY PRESIDING OFFICER)

I, Thomas Shapi the Presiding Officer for the Moses //Garoeb Primary School Polling Station in the Moses //Garoeb Constituency in the Khomas Region orn/a.....local authority, hereby make known that the following votes were rejected and not counted:

Voting for more than one political party/organization/association/candidate	2
Official/Secret mark absent	0
Unmarked	0
Mark where one can't determine with certainty which political party/organization/association/candidate, the ballot paper was marked for	2
Any writing/mark that reveals the identity of a voter	1
TOTAL NUMBER OF BALLOT PAPERS REJECTED	5

I hereby certify that the above particulars are correct.

Full names of Presiding Officer in print: Thomas Shapi

Signature of Presiding Officer: Tshapi Date: 27 November 2024

Date Stamp

(PART B OF FORM 37: TO BE COMPLETED BY PRESIDING OFFICER)

I, Martin Martin, the Presiding Officer for the Moses //Garoeb Primary School Polling Station in the Moses //Garoeb Constituency in the Khomas Region or N/A
.....local authority, having ascertained the result of the said polling station in accordance with the provisions of Section 105(8)(b) of the Electoral Act, hereby make known:

That 5 ballot papers have been rejected

That 1 202 votes have been counted *and*
(total number of votes)
that the votes counted have been recorded for-

No.	Full names of Candidates/Political Party/Association in alphabetical order	Number of votes recorded
1.	Apple - Party R	198
2.	Banana – Party C	220
3.	Chocolate – Party A	240
4.	Donkey – Party B	242
5.	Egg – Party D	302
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Full names of Presiding Officer in block letters: Martin Martin

Signature of Presiding Officer: M. Martin

Polling station: Moses //Garoeb Primary School

Date: 06 January 2022

Date Stamp

FORM 37 PART C: CONFIRMATION OF RESULTS BY ELECTION/COUNTING AGENTS

(I do hereby confirm that the results recorded under Part A & B are correct)

Name of party/candidate/ organization/association	Name of election/counting agent	Signature of agent
Local Authority Sun	Dunes Dunes	Dunes Dunes
Party Running	Water Run	Water Run
Members Party	Apple Drink	Apple Drink
Peoples Members Party	Boy Boy	Boy Boy
Mountain Party	Thando K	Thando K

Full Names of Presiding officer: Martin Martin

Signature of Presiding officer: Mmartin Date: 06 January 2023

Polling station: Moses //Garoeb Primary School

Date Stamp

REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA

ACCOUNT OF PERSONS WHO VOTED OUTSIDE THEIR CONSTITUENCY
Section 98(6) of the Electoral Act, Act 5 of 2014

Tick in block for the appropriate election

Presidential Election	X
National Assembly Election	x

Aranos Town Council

Polling Station:.....

Aranos

Constituency:

Hardap

Region:

NO.	VOTER REGISTRATION NUMBER (VRN)	CONSTITUENCY WHERE VOTER IS REGISTERED
1.	240000050	Windhoek East
2.	240000079	Sibbinda
3.	240000152	Daweb
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

Full names of Presiding Officer:**William Uirab**.....

Signature of Presiding Officer: ...*W. Uirab*.....

Date: ...**27.11.2024**

Date Stamp

ELECTORAL COMMISSION OF NAMIBIA
ELECTORAL ACT, 2014 (ACT 5 OF 2014)

ANNOUNCEMENT OF RESULT OF ELECTION IN CASE OF PRESIDENTIAL ELECTION

(Section 109(1)/ (Regulation 3)

Ushi Nauyala

Samora Machel

I,the Returning Officer forConstituency
Khomas

in the.....Region, having ascertained the result of the election
for the said constituency in accordance with the provisions of the Act, hereby make known-

35

(a) That.....ballot papers have been rejected

36 720

(b) that.....votes have been counted; and

(total number of votes)

(c) that the votes counted have been recorded for –

PART A

FULL NAMES OF CANDIDATES (in alphabetical order)	VOTES RECORDED FOR EACH CANDIDATE
Candidate A	1 050
Candidate B	10 500
Candidate C	501
Candidate D	15 610
Candidate E	8 049
Candidate F	820
Candidate G	110
Candidate H	80

Ushi Nauyala

Full name of the Returning Officer in block letters:.....

U. Nauyala

Signature of the Returning Officer:.....

27.11.2024

Date:.....

Samora Machel Constituency Office

Place:.....

Date Stamp

(Issued by the Electoral Commission of Namibia)

PART B-: CONFIRMATION OF RESULTS BY PARTY AGENTS

(I do hereby confirm that the results recorded under Part A are correct)

<u>NAME OF POLITICAL PARTY/ CANDIDATE/ORGANIZATION/ ASSOCIATION</u>	<u>NAME OF ELECTION AGENT</u>	<u>SIGNATURE</u>
Candidate A	John	<i>John</i>
Candidate B	Hilma	<i>Hilma</i>
Candidate C	Peter	Peter
Candidate D	Haufiku	Haufiku
Candidate E	Theresa	
Candidate F	Iouw	

(Issued by the Electoral Commission of Namibia)

Date Stamp

ELECTORAL COMMISSION OF NAMIBIA
ELECTORAL ACT, 2014 (ACT 5 OF 2014)

**ANNOUNCEMENT OF RESULT OF ELECTION IN CASE OF NATIONAL ASSEMBLY
ELECTION**

(Section 110(1)/Regulation 4)

Ushi Nauyala

Samora Machel

I,the Returning Officer of the.....Constituency in

Khomas

the.....Region, having ascertained the result of the election for the said
constituency in accordance with the provisions of the Act 5, hereby make known-

21

(a) that.....ballot papers have been rejected

36 797

(b) that.....votes have been counted; **and**
(total number of votes)

(c) that the votes counted have been recorded for –
PART A

FULL NAMES OF POLITICAL PARTY (in alphabetical order)	VOTES RECORDED FOR EACH POLITICAL PARTY
Party A	1 055
Party B	10 500
Party C	510
Party D	15 610
Party E	8 050
Party F	820
Party G	150
Party H	102

Ushi Nauyala

Full name of the Returning Officer in block letters:.....

U. Nauyala

Signature of the Returning Officer:.....

27.11.2024

Date:.....

Samora Machel Constituency Office

Place:.....

Date Stamp

(Issued by the Electoral Commission of Namibia)

PART B-: CONFIRMATION OF RESULTS BY PARTY AGENTS

(I do hereby confirm that the results recorded under Part A are correct)

<u>NAME OF POLITICAL PARTY/ CANDIDATE/ORGANIZATION/ ASSOCIATION</u>	<u>NAME OF ELECTION AGENT</u>	<u>SIGNATURE</u>
Party A	Hilma	Hilma
Party B	John	
Party C		

(Issued by the Electoral Commission of Namibia)

Date Stamp

