



ELECTORAL COMMISSION OF NAMIBIA

ANNUAL REPORT 2023/2024

“TOWARDS A CENTRE OF EXCELLENCE IN ELECTORAL MANAGEMENT”

To ride a wave of popularity



**Electoral Commission
of Namibia**

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CONTENTS

Statement Of Responsibility And Confirmation Of Accuracy	5
Foreword	6
Overview	8
Section A: General Information	10
About Us	11
Strategic Overview	12
Strategic Goals	13
Governance	14
Term Of Office Of Commissioners	15
Governance Structure	16
Commission Committees	17
The Secretariat	18
Summary Of Key Decisions Undertaken By The Commission	19
Section B: Stakeholder Engagement Endeavours	20
PLC Meetings held during the 2023/24 Financial Year	22
Section C: Performance And Operational Overview	26
Business Operational Overview	27
Institutional Performance Overview	28
Division: Legal Services	29
Division: Internal Audit	31
Division: Security & Risk Management	32
Division: Corporate Communication And Marketing	33
Directorate Of Operations	34
Division: Elections Administration	34
Section: Logistics Management	38
Division: Voter And Civic Education	39
Division: Information And Communication Technology	41
Division: General Services & Support Services	43
Section D: Key Challenges And Recommendations	49
Section E: Audited Financial Statement For The Financial Year Ended 31 March 2024	50
Section F: Regions And Constituencies	71

Statement of Responsibility and Confirmation of Accuracy

This report has been compiled to account for the administrative, electoral and referenda related processes and activities undertaken by the Commission during the 2023/2024 reporting period. The report presents a summary of strategies, activities, programmes and achievements of the Electoral Commission of Namibia applied to create value in executing its mandate.

To the best of my knowledge and belief, I confirm the following:

- All information and amounts disclosed in this annual report are consistent with the annual financial statements audited by the Office of the Auditor General, Namibia.
- The annual report is complete, accurate and free from any omissions.
- The annual report has been prepared in accordance with the guidelines on annual reports as issued by the National Treasury.
- The Annual Financial Statements have been prepared in accordance with the effective standards of Generally Recognised Accounting Practice (GRAP) applicable to the Electoral Commission of Namibia.



Dr Elsie T. Nghikembua
Chairperson

The Accounting Officer is responsible for the preparation of the annual financial statements and for the judgments made in reliance to this information.

The Accounting Officer is responsible for establishing and implementing a system of internal control that is designed to provide reasonable assurance as to the integrity and reliability of the performance information, the human resources information and the annual financial statements.

Our external auditors are engaged to express an independent opinion on the annual financial statements.

In our opinion, the annual report fairly reflects the operations, performance information, human resources information and financial affairs of the Electoral Commission for the financial year ended 31 March 2024.



Mr Peter Shaama
Chief Electoral and Referenda Officer (CEO)



FOREWORD

Dr Elsie T. Nghikembua
CHAIRPERSON

It is my distinct honour to present the Annual Report for the 2023/24 Financial Year. The report serves not only as an accountability document but also as a testament to our commitment to promoting democratic principles and ensuring the integrity of the electoral processes in Namibia. The report being a record of the work undertaken by the Commission between 1 April 2023 and 31 March 2024, represents the Electoral Commission of Namibia's preparedness for the conduct of the 2024 General Registration of Voters and subsequent Presidential and National Assembly elections.

Elections are crucial for citizens' participation in the governance of the State and the direction of a country's development. Operating an electoral management body is a delicate matter that can either fortify or undermine democracy. It is for this reason that the Commission, considers the electoral process as the cornerstone of our democratic governance, reflecting the collective will of our people. It is essential

that every citizen is informed and empowered to exercise their right to vote. To facilitate this, our team has worked diligently to ensure that systems and processes leading up to the 2024 electoral cycle are available to achieve our shared aspirations.

With the ever changing political and legal environments, harmonising the legal framework by reviewing and reforming laws to ensure that they are significant to our operations is critical to our electoral processes. During the reporting period, the Commission submitted the draft Electoral Amendment Bill to the Minister of Urban and Rural Development, making recommendations in relation to various provisions of the Act with a view of improving and strengthening certain provisions contained therein to enhance functional efficiency for tabling in Parliament. The proposed amendments are essential to ensure effective and efficient management of elections whilst strengthening and repositioning the Commission.

II In this report, we will demonstrate how the Commission has made significant strides in enhancing our operations, especially in areas such as voter education, capacity building, and the integration of technology in our electoral processes, in line with our mandate.

This was aimed at, providing the necessary guidance in the preparation for the electoral cycle, namely: the 2024 General Voters Registration, 2024 Presidential and National Assembly Elections, as well as the 2025 Regional Council and Local Authority Elections. This is an ongoing exercise, and the national consultative workshop was conducted with key stakeholders during the course of 2023.

In this report, we will demonstrate how the Commission has made significant strides in enhancing our operations, especially in areas such as voter education, capacity building, and the integration of technology in our electoral processes, which are in line with our mandate.

The Commission continues to adapt and innovate in response to the evolving political landscape and the needs of our diverse electorate. In our efforts to enhance continuous improvement on the existing voter registration system, a review and analysis of the level of technical and functional capacity of the Mobile Voter Registration System (MVRS) and other systems in preparation for the 2024 GRV and beyond was undertaken during 2022-2023 and implemented during this reporting period.

The purpose was to enable ECN to retain its own custom-tailored system and to upgrade the system to an “Integrated Solution” interfacing the voters’ registration, nominations of candidates and political parties, registration of political parties and maintaining a register of political parties, association/organisations, verification of voters, and election results management modules (software applications) rather than acquiring a new system. Some advantages of deploying this technology include transparency, efficiency, reliability, and enhanced credibility. As part of ensuring inclusivity in our processes, the system was presented by our staff to members of the Political Parties Liaison Committee (PLC) and tested to ensure

its readiness and real-time functionality before actual deployment.

To foster an inclusive dialogue on electoral matters, we have engaged with key stakeholders such as the political parties through PLC as well as civil society organisations. Our collaboration with these groups has been instrumental in ensuring that diverse perspectives are considered, promoting trust and confidence in the electoral process.

Additionally, we have dedicated efforts to expand our voter and civic education outreach and awareness programmes, particularly among the youth and marginalised communities, ensuring that every Namibian is equipped with the knowledge and tools to participate actively in our democracy. The empowerment of voters is essential to the legitimacy of our elections and the broader democratic framework of our nation.

As we reflect on the achievements and challenges that have shaped this reporting period, we remain committed to transparency and accountability. Our dedicated staff and stakeholders have exhibited exceptional resilience and professionalism, paving the way for future electoral successes.

Looking ahead, we are inspired to continue our journey towards enhancing electoral processes and fostering a culture of active citizen participation. We recognise that democracy is not simply a destination but a continuous process that requires all of us to play an active role.

I extend my heartfelt gratitude to my fellow Commissioners, our dedicated Management and Staff, as well as all our stakeholders and Namibian citizens at large for their unwavering support. Together, we will continue to uphold the values of democracy, ensuring that every vote counts, and every voice is heard. Thank you for your trust in the ECN. Let us build a brighter, more democratic future for Namibia.



OVERVIEW

Mr Peter Shaama

CHIEF ELECTORAL AND REFERENDA OFFICER (CEO)

As we reflect on the activities and achievements of the Electoral Commission of Namibia (ECN) for the 2023/24 Fiscal Year, I am pleased to report significant advancements in our mission to promote free, fair and transparent electoral processes in Namibia.

This year's efforts have been rooted in our 2022-2027 Strategic Plan, emphasising integrity, accessibility, and inclusiveness in all electoral activities, with an institutional performance rate recorded at 71%.

This is a great achievement to for us as we completed the first stretch of our strategic plan and implementation of the performance management system.

In the execution of our constitutional mandate, we successfully conducted the by-election for the Keetmanshoop Rural Constituency in the //Kharas Region on 15 May 2024 in accordance with the relevant provisions of the legislative frameworks.

Additionally, we developed a robust voter education campaign strategy for both the 2024 General Registration of voters (GRV) and subsequent November 2024 Presidential and National Assembly elections.

The 2024 Electoral Calendar was launched on the 07 March 2024 and the Voter Education Campaign Strategy formed part of the launch.

“While we have made considerable strides, we faced challenges such as lack of timely accurate national population statistics and delays in the approval of the Electoral Amendment Bill, all prerequisite in our planning for the upcoming elections.

The Education Campaign Strategy was rolled out throughout the country, with the key objective being to build a significant increase in registered voters, therefore ensuring that all Namibians have the opportunity to participate in the democratic process.

Our outreach efforts included continuous civic education as well as voter education campaigns to inform citizens about the voting process and the importance of civic engagement.

Various media platforms were engaged to reach diverse demographics, promoting active participation in elections.

The introduction of the Integrated Mobile Voter Registration System (IMRVS) became a testament to how we have also embraced innovative technology to streamline electoral processes.

This modern approach will not only improve efficiency but also bolster electoral integrity and security of the system, through biometric voter verification at the point of registration, issuance of voters' cards and prior to voting.

While we have made considerable strides, we faced challenges such as the unavailability of timely accurate national population statistics and delays in the approval of the Electoral Amendment Bill, which are all prerequisites in our planning for the upcoming elections.

Looking ahead, the Commission is dedicated to refining its strategic initiatives to enhance electoral integrity, foster greater public trust, and ensure inclusivity in the electoral process. Upcoming activities will include preparations for the national elections scheduled for 2024, where we aim to implement further technological advancements and outreach initiatives to maximise voter participation.

In conclusion, the 2023/24 Fiscal Year has been marked by significant accomplishments that reinforce our commitment to upholding the democratic principles of Namibia.

I would like to appreciate and give credit to the entire ECN staff, stakeholders, and the ongoing support of the Namibian government for being key enablers in ensuring that the Commission achieves the goals and targets set. We are poised to meet the challenges ahead and ensure a vibrant electoral democracy for all Namibians.

SECTION A: GENERAL INFORMATION

ABOUT US

The Namibian Constitution and the Electoral Act No. 5 of 2014, as amended, 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.



STRATEGIC OVERVIEW



VISION

To be a centre of excellence in electoral management



MISSION

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

VALUES



SECRECY OF THE VOTE

Respect and protect the voter's choice.



ACCOUNTABILITY

Account to Parliament and Namibian nation.



NON-PARTISANSHIP

Maintain political neutrality and refrain from deliberately advancing or prejudicing the interest of political parties, organisations and or 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

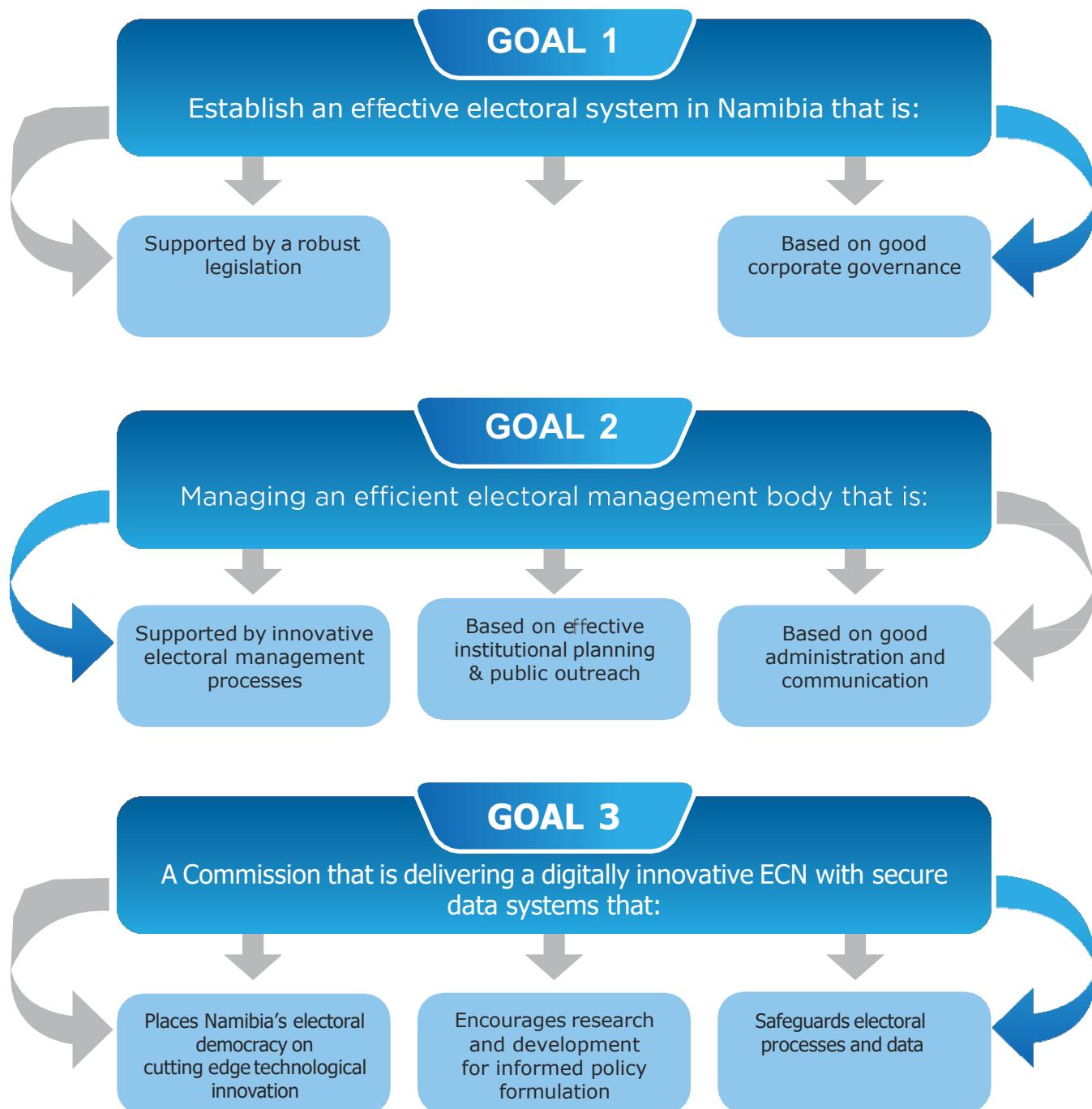
Develop and implement service delivery standards.



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.

STRATEGIC GOALS



GOVERNANCE

The Commission

The Commission is constituted in terms of Article 94B of the Namibia Constitution, which provides for the composition of five Commissioners 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 of 2014, Act No. 5 of 2014 is 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 and to promote democratic electoral and referenda processes.

Headed by the Chairperson who is appointed on a fulltime basis for a period of five (5) years, the Commission's performance is vital to the success of ECN.

To ensure the Commission is a strategic asset, it must have the right mix of skills and knowledge as well as the ability to work effectively as a team.



From left, Commissioner Dr Emmerentia Leonard, Commissioner Gerson Uaripi Tjihenuna, Dr Elsie T. Nghikembua (Chairperson), Mr Peter Shaama (CEO), Commissioner Dr Gerson Sindano and Commissioner Evaristus Evaristus

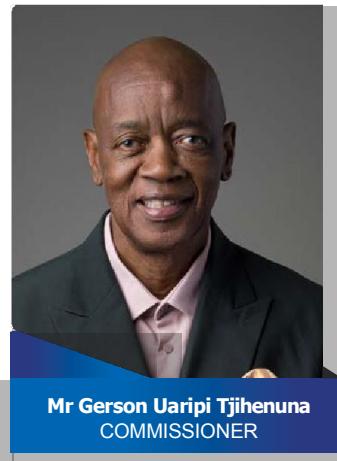
TERM OF OFFICE OF COMMISSIONERS



Dr Elsie T. Nghikembua
CHAIRPERSON



Mr Evaristus Evaristus
COMMISSIONER



Mr Gerson Uaripi Tjihenuna
COMMISSIONER

Five (5) years with effect
from September 2021

Five (5) years with effect
from March 2019

Five (5) years with effect
from March 2019



Dr Emmerentia Leonard
COMMISSIONER

Five (5) years with effect
from September 2021



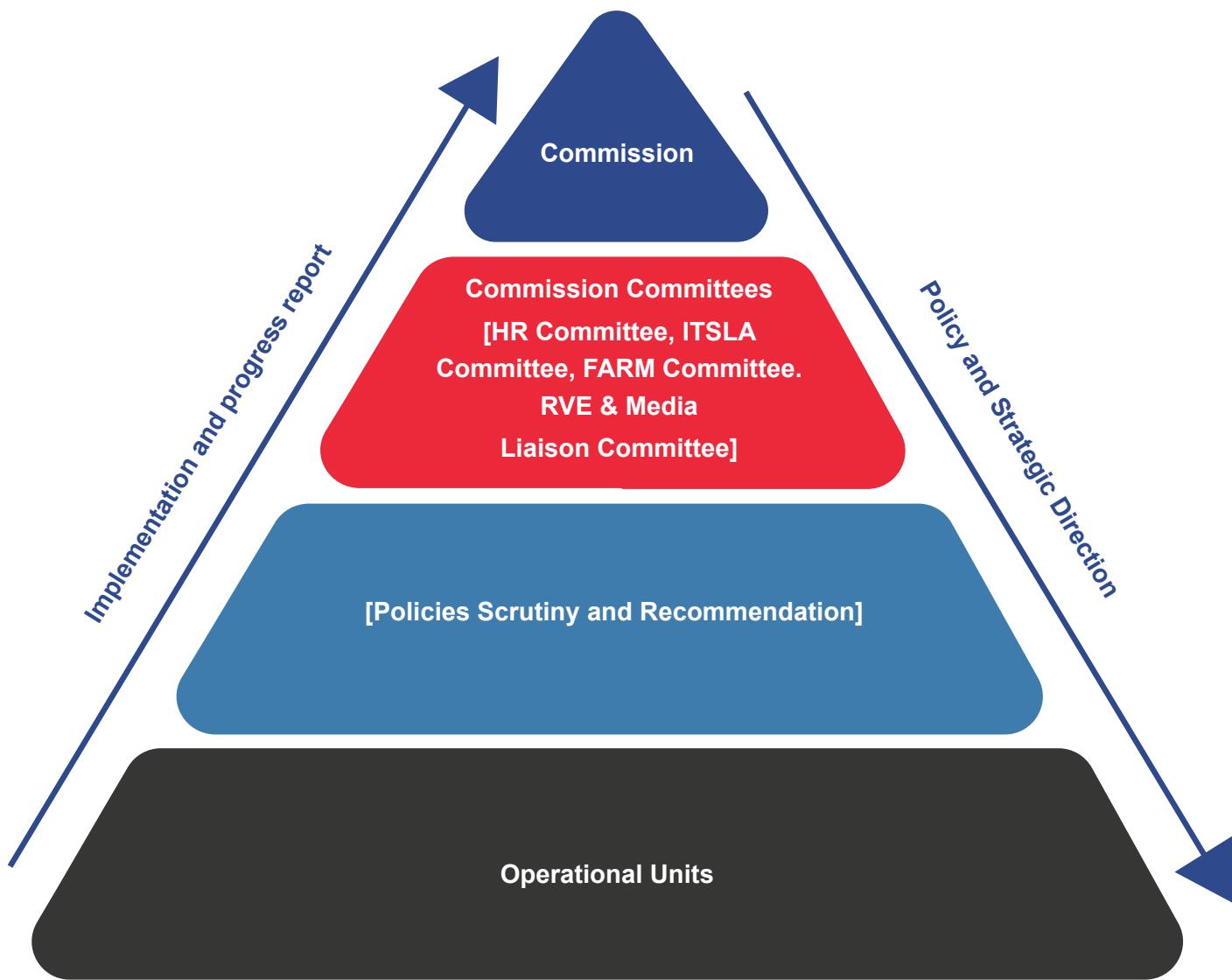
Dr Gerson Sindano
COMMISSIONER

Five (5) years with effect
from September 2022

GOVERNANCE STRUCTURE

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 the ECNs core mandate, strategic goals, and objectives.



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 to them 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:

Committees	Research, Voter, Civic Education & Media Liaison (RVCML)	Security and Legal Affairs (ITSELA) Committee	Human Resources (HR) Committee	Finance, Audit and Risk Management (FARM) Committee
Purpose	Provides strategic direction and leadership in the Commission's information dissemination to ensure effective and efficient service delivery	Advises and provides strategic direction and leadership on issues related to Information Technology (IT), Security, legislative and regulatory issues.	Provides strategic direction and leadership on issues related to Human Resources, Recruitment, and Training.	Provides strategic direction and leadership on issues related to effective financial management and audit activities for prudent financial management and accountability by implementing internal controls and management systems.
Commissioners	Commissioner Gerson Uaripi Tjihenuna – Chairperson Commissioner Dr Emmerentia Leonard – Member Commissioner Dr Gerson Sindano – Alternate	Commissioner Dr Gerson Sindano – Chairperson (April – September the Committee was chaired by Commissioner Gerson Uaripi Tjihenuna) Commissioner Gerson Uaripi Tjihenuna – Member Commissioner Evaristus Evaristus – Alternate	Commissioner Dr Emmerentia Leonard – Chairperson Commissioner Evaristus Evaristus – Member Commissioner Gerson Uaripi Tjihenuna – Alternate	Commissioner Evaristus Evaristus – Chairperson Commissioner Dr Gerson Sindano – Member Ms Linda Elago – Member (External) Commissioner Dr Emmerentia Leonard – Alternate
Technical Resources Persons	CEO Director: Operations Manager: Corporate Communication Deputy Director: Voter and Civic Education	CEO Director: Operations Chief Legal Advisor Deputy Director: Security and Risk Management Deputy Director: Election Administration Deputy Director: Information and Communication Technology	CEO Director: Operations Deputy Director: General Services	CEO Deputy Director: Internal Audit Deputy Director: General Services

Commission And Committee Meetings Attendance

In terms of the Electoral Act, the Commission is required to convene on dates, times and at places as the Chairperson of the Commission deems necessary. The Chairperson of the Commission may at any time further convene a special commission meeting or must convene

a special Commission meeting if so requested in writing by at least three members of the Commission. During the period under review, the Commission and Committees met on the dates as indicated in the table below:

Commissioners	Meetings attendance				
	Commission	RVCML	ITSELA	FARM	HR
Dr Elsie T. Nghikembua - Chairperson	24	-	-	-	-
Commissioner Gerson Uaripi Tjihenuna	24	5	6	5	-
Commissioner Evaristus Evaristus	24	-	6	5	6
Commissioner Dr Emmerentia Leonard	24	5	-	-	6
Commissioner Dr Gerson Sindano	24	-	6	-	-

THE SECRETARIAT

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

The secretariat of the Commission is composed of members of Management, headed by the CEO and charged with the responsibility to ensure achieving the Commission's mission in an efficient and effective manner.



From left, Mulauli Siluka (Deputy Director: Corporate Communications and Marketing), Josefina Muhapi (Deputy Director: General Services), Adv. Heidi Jacobs (Chief Legal Advisor), Hilma Ashipala (Deputy Director: Internal Audit) Alpheus Haufiku (Snr Legal Officer), Peter Shaama (CEO), Zenia Klazen (Director: Operations), Charles Matengu (Deputy Director: Security and Risk Management) and Marilyn Kazetjikuria (Deputy Director: Voter and Civic Education)

SUMMARY OF KEY DECISIONS UNDERTAKEN BY THE COMMISSION

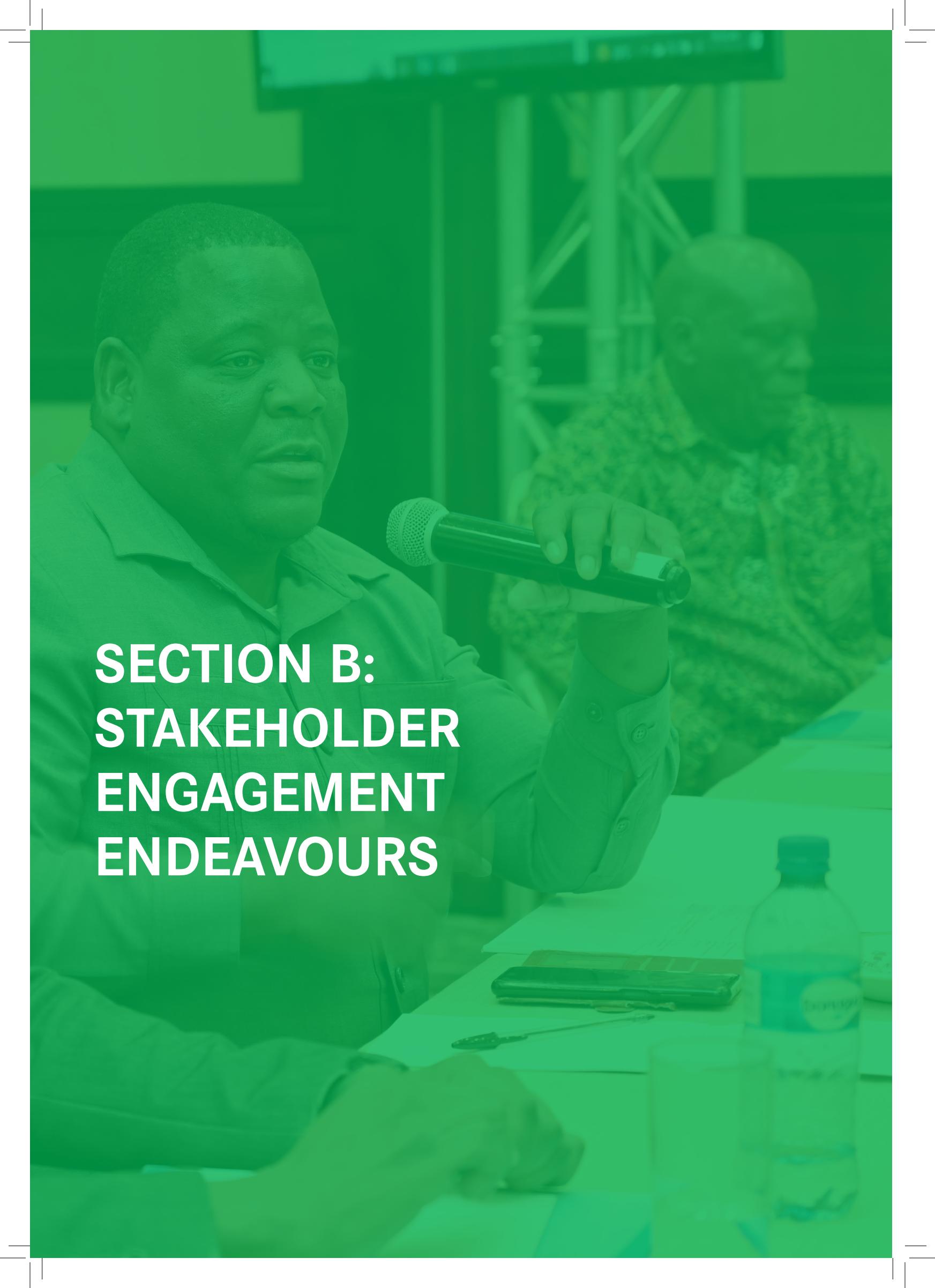
- (a) Review of the Electoral Act, Electoral Act No.5 of 2014 and extrapolation of section 25 on the conduct of the GRV.
- (b) Enforcement of the Political Parties and Organisation/ Associations compliance.
- (c) Review of institutional performance reports.
- (d) Review of year one of the 2022/23 - 2026/27 Strategic Plan.
- (e) Development, adoption and launch of 2024 Electoral Calendar.
- (f) Appointment of Chief Electoral and Referenda Officer.
- (g) Appointment of Four (4) Key Strategic Managers
- (h) Appointment of thirteen (13) Regional Electoral Officers.
- (i) Deregistration of dormant Political Parties and Associations/ Organisations.
- (j) Enhancement and upgrading of the Integrated Mobile Voter Registration System (IMVRS).
- (k) Implementation of the Performance Management System (PMS).
- (l) Conduct of the Keetmanshoop Rural Constituency By-Election.
- (m) Disposal of ballot papers for 2020 Regional Council and Local Authority Elections and subsequent by-elections held during 2020-2023.
- (n) Development and Launch of the Service Charter.

Policies and Strategic Documents Approved

The following policies and strategic documents were approved by the Commission during the period under review:

- (a) Disability Mainstreaming Framework
- (b) Voter and civic education information booklet
- (c) The Historical Journey of Elections in Namibia Information Book
- (d) 2022/23 Integrated Annual Report
- (e) Moses //Garoeb Constituency By-Election Performance and Post-Election Assessment Report
- (f) Okaku Constituency By-Election Performance and Post-Election Assessment Report
- (g) FARM Committee Charter

The committees are established to assist the Commission to carry out its oversight responsibilities in respect of various functional areas in the organisation.

A photograph of a man in a suit speaking into a microphone at a podium. He is looking slightly to his left. In the background, a woman is visible, and a bottle of water sits on the podium. The image has a green tint.

SECTION B: STAKEHOLDER ENGAGEMENT ENDEAVOURS

The Commission developed and endorsed a stakeholder engagement strategy. The purpose of the strategy was to translate the vision and mission into meaningful tasks and actions, ensuring that these tasks and actions assist the Commission to foster robust relationships with all its stakeholders through transparency and enhanced information dissemination.

These stakeholders include staff members, registered political parties, associations/organisations, independent candidates, the Electorate, Offices, Ministries, Agencies (OMAs), Civil Society Organisations (CSOs), Faith Based Organisations (FBOs), Local and International Election Observers, Media, Service Providers, and the general public.

To ensure enhanced stakeholder engagement the Commission sought to achieve:

- (a) **Enhancing transparency and trust:** ensuring that all relevant stakeholders are involved and informed.
- (b) **Ensuring inclusivity and representation:** allowing diverse voices and perspectives in the decision-making process. Mainstreaming electoral inclusivity of marginalised and underrepresented groups to have their concerns and interests considered, thus enhancing democracy and ensuring that the electoral process is inclusive and representative of all Namibians.
- (c) **Promoting accountability and integrity:** closely monitoring and addressing concerns or potential issues hampering the electoral process.
- (d) **Facilitating collaboration and cooperation:** allowing for collaboration and cooperation among various stakeholders involved in the electoral process to share knowledge, resources, and expertise, ultimately leading to a more efficient and effective election process.
- (e) **Addressing potential challenges and mitigating risks:** opportunity to identify and address potential challenges and risks ahead of the election. By involving stakeholders in planning and decision-making processes, the Commission would proactively identify areas that need improvement, such as voter and civic education and accessibility to registration points/ polling stations and take necessary measures to mitigate any risks or issues.
- (f) Overall, the Commission views robust stakeholder engagement as essential for promoting transparency, inclusivity, accountability, collaboration, and risk mitigation. It helps to ensure a fair and credible election that reflects the will and aspirations of the Namibian people.



Therefore, in this financial year under review, the Commission managed to organise, host and attend several stakeholder engagement sessions.

The details are outlined in the table below starting with the Political Party Liaison (PLC) meetings:

PLC Meetings held during the 2023/24 Financial Year

Date of Meeting	Purpose of the Meeting
24 April 2023	Update on the preparation and schedule to conduct the Keetmanshoop Rural Constituency By-Election Disposal of ballot papers for 2020 Regional Council and Local Authority Elections Political Party Funding and Compliance
06 – 09 June 2023	One-on-one meetings with members of the political parties regarding compliance.
04 – 06 October 2023	One-on-one meetings with members of the organizations/ associations regarding compliance and other pending issues.
09 October 2023	Introduction of the new CEO Updates – Amendment of the Electoral Act and One-on- One meetings
19 October 2023	Demonstration of the Integrated Mobile Voter Registration System (IMVRS) and mock voter registration with members of PLC on the enhanced IMVRS.
13 February 2024	Update on the General Registration of Voters and the Presidential and National Assembly elections and other related matters including the consideration of the development of the 2024 Electoral Calendar
March 2024	Sharing approved key statutory dates of the Electoral Calendar by H.E the President of the Republic of Namibia



Meeting with Minister of Urban and Rural Development on Draft Electoral Amendment Bill

The Commission, led by the Chairperson of the ECN presented the final draft Electoral Amendment Bill to the Hon Erastus Uttoni, the Minister of Urban and Rural Development on 29 May 2023.

Commission Retreat

The Commission held a retreat with members of management from 02 - 03 June 2023. The purpose was to reflect on the institution's key programmes, achievements, and challenges in the build-up to the preparations for the 2024 electoral activities.

The Retreat discussed amongst others, presentations on the Implementation Plan of the ECN/MHAISS Collaboration, roadmap to the 2024 General Registration of Voters (GRV Schedule) and Electoral Calendar for the Presidential and National Assembly elections.

Commission engagement with MHAISS

The purpose of the engagement was to brief the Honourable Minister of Home Affairs, Immigration, Safety and Security (MHAISS) on the efforts and progress made towards the realisation of the collaboration between the ECN and the Ministry. ECN found it necessary to engage MHAISS with a view to forge collaboration aimed at sharing information through a secure pathway to enable verification and confirmation of identity, voting age, citizenship, and eligibility of a voter by the ECN, as well as the timely transmission of death registration data.

Signing of MoU between ECN and Embassy of the National Electoral Council of the Bolivarian Republic of Venezuela

The virtual signing ceremony of the Memorandum of Understanding of Co-operation between the ECN and the National Electoral Council of the Bolivarian Republic of Venezuela was held on the 13 June 2023. In attendance was his Excellency, Mr Omar Berroteran Paredes, Ambassador of the Bolivarian Republic of Venezuela, Mr Pedro Enrique Perez, President of the National Electoral Council of the Bolivarian Republic of Venezuela (CNE), then Chief Electoral and Referenda Officer of the Electoral Commission of Namibia (ECN) and ECN Chairperson.

The ECN Khomas Regional Voter Education, Officer was the first intake of the Spanish and Venezuelan Culture course offered by the Embassy. The sessions for this course commenced on 21 June 2023.

Meeting with NAMPOL Inspector General

The Commission met with NAMPOL Senior Officials on 15 June 2023 to formally introduce members of the Commission, share experiences of past electoral processes and use the lessons in planning and preparation for the 2024 electoral processes and beyond.

The meeting further provided an overview of the key electoral activities outlined in the draft 2023-2024 Electoral Calendar that are of relevant to NAMPOL's operations, as well as consolidate and strengthen working relations.



The meeting further provided an overview of the key electoral activities outlined in the draft 2023-2024 Electoral Calendar that are of relevant to NAMPOL's operations.

Multi-Tier Elections in Sierra Leone

The Chairperson received an invitation from the Commonwealth Observer Group to observe Sierra Leone general elections. The Electoral Commission for Sierra Leone conducted 4 (four) elections namely of the President, Members of Parliament (MP), Mayor, Chairpersons and Councillors on 24 June 2023. The Chairperson represented the Commission.

ECF-SADC CEOs and Executive Committee Meetings

The Commission attended the ECF-SADC hosted CEOs and EXCO meetings from 11–13 July 2023 (virtual), and physical meetings held in Johannesburg, South Africa during 09–13 October 2023 and in Kinshasa, DRC on 24–28 March 2024, respectively. The ECN Chairperson and CEO chaired the respective platforms as current serving Chairpersons of the EXCO and CEOs meetings respectively.

ECF-SADC Pre-election mission to DRC

The mission was undertaken during the period 11–17 July 2023. The Electoral Commissions Forum of SADC countries (ECF-SADC) is an independent organisation in which each country in the SADC region is represented by its electoral management body. In July 2023 the Forum undertook a solidarity visit aimed at establishing the preparedness of the CENI-DRC to hold elections with the key aim for exchange on possible technical support and other areas of mutual respect. The Commissioner and Deputy Director for Voter and Civic Education, represented the ECN.

2nd Russia-Africa Economic and Humanitarian Forum

The ECN Chairperson accepted an invitation from the Chairperson of the Central Election Commission of the Russian Federation (CEC), through the Ministry of International Relations and Cooperation (MIRCO) to attend the Russian-Africa Economic and Humanitarian Forum that took place on 27–28 July 2023 in St. Petersburg, Russia. At the summit, the Chairperson made a presentation on the topic “Electoral Systems amidst challenges to electoral sovereignty: Legislation and Technology”.

Familiarisation visit from the Malawi Electoral Commission on elections management technologies

The Commission hosted a delegation from the Malawi Electoral Commission during the period 13 – 17 August 2023 who were on a learning mission to benchmark best practices in electoral management to the ECN. The 14-member delegation mission was led by the Hon. Chairman, Justice Dr Chifundo Kachale.



25th Annual General Conference (AGC) & Anniversary of the Electoral Commissions Forum of SADC Countries (ECF-SADC)

The Electoral Commission Forum of SADC countries (ECF-SADC) Member States attended the 25th Annual General Conference (AGC) in Cape Town, South Africa under the theme “Striving for Credible, Inclusive & Transparent Elections in the SADC Region: Innovation and renewed approaches for the Future”.

The four-day AGC was officially opened by HE. the Speaker of the Parliament of the Republic of South Africa, Ms Nosiviwe Mapisa-Nqakula. The chairperson and other commissioners accompanied selected ECN staff members to attend this engagement.

The 26th AGC of the ECF-SADC will be hosted by Seychelles in 2024.



Familiarisation visit to CNE-Angola

The Commission undertook a fact-finding mission to the Electoral Commission of Angola (CNE Angola) during the period 22–27 October 2023 with a view to benchmarking on electoral operations. The ECN delegation comprised of the Chairperson, Commissioners, Chief Electoral and Referenda Officer as well two senior staff members.

Election Observation missions to Zimbabwe, Eswatini and DRC

The Commission formed part of the Electoral Commissions Forum of SADC countries (ECF-SADC) Observation Mission to the Zimbabwe Harmonised elections held on 22 August 2023. The Commission was represented by the Chairperson who served as Deputy Mission Leader, one commissioner and the Deputy Director of Planning and Registration as well as support staff.

Two other commissioners formed part of the ECF-SADC observation mission to the Kingdom of Eswatini. The general elections were held on 29 September 2023.

The Commission received an invitation through ECF-SADC to observe the general elections (Presidential, Legislative, Senatorial, Provincial, Municipal, and Local) of the Democratic Republic of Congo that took place on 20 December 2023. The Commission was represented by the Chairperson, plus one Commissioner as well as the Deputy Director for Internal Audit.

8th African Union Commission, Continental Electoral Management Bodies (EMBS) forum, Cotonou, Benin

The Commission attended the 8th African Union Commission, Continental Electoral Management Bodies (EMBS) forum in Cotonou, Benin under the theme: "Strategic Communication: Building a Sustainable EMBS- Stakeholder Relationship" held from 01 – 02 November 2023, followed by a General Assembly of the Association of African Electoral Authorities (AAEA) on 03 November 2023. The Chairperson and the CEO attended the event on behalf of the Commission.

Election of the President of the Russian Federation – 17 March 2024

The Central Election Commission of the Russian Federation extended an invitation to the Chairperson, to participate in the observation programme for the preparation and conduct of the voting of the Presidential election of the Russian Federation held on 17 March 2024. Preceding to the election, an international scientific and practical conference under the theme: "Electoral Sovereignty and International standards" was held on 15 – 16 March 2024 covering a wide range of topics including modern technologies and standards of holding elections where the Chairperson, formed part of the panel of discussion.

Inaugural of the International Political Campaigns Expo (IPE2024) in Cape Town

The Commission attended the International Political Campaigns Expo (IPE2024) held from 25 – 26 January 2024, in Cape Town, South Africa. The event was held under the theme "Transforming Political Campaigns: How AI and Big Data Amplify Voter Engagement and Shape Political Campaigns in Africa".

The Expo brought together African heads of state, political parties, campaign managers, election management bodies, and tech experts to explore and unlock the transformative power of AI and Big Data in shaping the future of African politics. Panel sessions included a discussion with African Heads of State on the transformative role of technology in political participation. One Commissioner was delegated to represent the Commission at the event.

Courtesy Visit to State House

The Commission and some members of management briefed the President on the Electoral Calendar for the 2024 GRV and Presidential and National Assembly Elections. The purpose of the meeting was to present the 2024 Electoral Calendar with a view to pave the way for the Proclamation of key statutory dates as provided for in terms of the Electoral Act.

Launch and Socialisation of the Principles and Guidelines for the use of Digital and Social Media in Elections in Africa

A delegation headed by one Commissioner attended the launch of the Principles and Guidelines for the Use of Digital and Social Media in Elections in Africa in Johannesburg, South Africa. The event was attended by several African Election Management Bodies (EMBs), electoral stakeholders, the African Union Commission (AUC), and development partners.

These Principles and Guidelines provide a comprehensive framework for EMBS and electoral stakeholders on how to effectively use digital and social media before, during, and after elections.

The Guidelines were adopted at the Association of African Electoral Authorities (AAEA) General Assembly during its 11th meeting in Cotonou, Benin on 03 November 2023. Apart from the formal launch, the event also presented an opportunity for the EMBS to identify priority principles and guidelines for domestication ahead of their elections.

The event was officially opened by His Excellency Mr Paul Mashatile, the Deputy President of the Republic of South Africa.

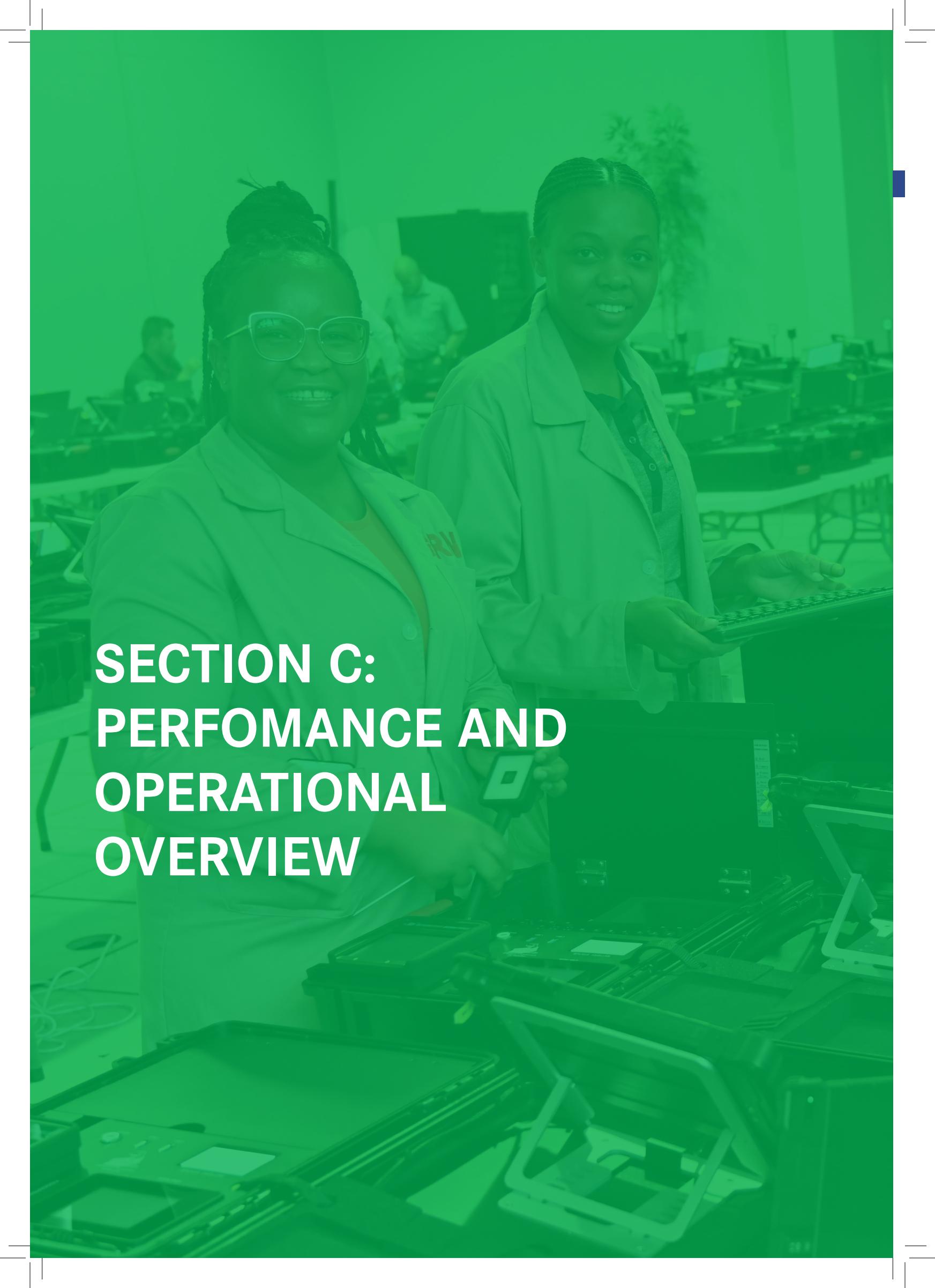


Cambridge Conference on Electoral Democracy

The Deputy Director for Voter and Civic Education, was delegated to represent the Commission at the online seminar held on 25 October 2023. The seminar was intended to explore the nature and scope of contemporary challenges facing electoral commissions, with a view to exploring options and potential responses to challenges that might be available for commissions to pursue.



The seminar was intended to explore the nature and scope of contemporary challenges facing electoral commissions



SECTION C: PERFOMANCE AND OPERATIONAL OVERVIEW

BUSINESS OPERATIONAL OVERVIEW

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.

The CEO is responsible for overseeing the overall coordination and implementation of the ECN's strategic objectives, outputs and overall operations and policies. The office of the CEO 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.

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.

The key goals, objectives and initiatives adopted in this Strategic Plan will enable the Commission to drive towards the desired direction.

1 Establishing an effective electoral system in Namibia

- **Objective 1:** Strengthen the legal framework to establish an effective electoral management system.
- **Objective 2:** Operationalise the institutional independence of the Commission.
- **Objective 3:** Enhance the Corporate Governance practices of the Commission.

2 Managing an efficient electoral management body

- **Objective 1:** Conduct free and fair elections and referenda.
- **Objective 2:** Establish a robust and innovative electoral management process that can enhance the efficiency and effectiveness of election administration.
- **Objective 3:** Increase civic and voter education among citizens.
- **Objective 4:** Effectively manage the perceptions that emanate from the outreach programmes of the Commission.
- **Objective 5:** Strengthen planning, monitoring and evaluation functions.
- **Objective 6:** Enhance the administration of the Commission through strengthening institutional capacity.
- **Objective 7:** Enhance the administration of the Commission in a way that improves and streamlines its budgeting, procurement, logistics and asset management processes.
- **Objective 8:** Improve the institution's reputation and image.
- **Objective 9:** Enhance stakeholders trust and confidence.

3 Delivering a digitally innovative ECN with secure data systems

- **Objective 1:** Place Namibia's electoral democracy on the cutting edge of secure digital innovation.
- **Objective 2:** Promote and strengthen security controls.
- **Objective 3:** Promote the culture of research and publications for an informed electoral management policy.
- **Objective 4:** Regularly conduct surveys and research on the effectiveness of the ECN's operations and initiatives.

INSTITUTIONAL PERFORMANCE OVERVIEW

The 2023/24 Integrated Annual Report synthesizes the ECN's efforts, achievements, and strategic approach towards establishing an effective electoral system, managing an efficient electoral management body, and advancing digital capacity for secure data management.

Establishing an Effective Electoral System in Namibia

In the 2023/24 period, the Commission made significant strides in establishing a fair and effective electoral system.

Our endeavours included:

Civic and Voter Education: The Commission continued to implement comprehensive campaigns to educate voters about their rights, the voting process, and the importance of participation in democratic processes. This has been complemented by targeted initiatives aimed at marginalised groups to ensure inclusivity.

Electoral Framework Enhancements: The Commission worked closely with legislative bodies to refine electoral laws, ensuring they align with international best practices and reflect the current socio-political landscape of Namibia. This includes reviewing electoral boundaries and improving the legal framework governing elections.

Capacity Building: Training programme for electoral staff and political parties and organisations/association stakeholders was emphasized upon to enhance their understanding of electoral processes and fortify the integrity of our electoral system.

Managing an Efficient Electoral Management Body

Efficiency within the Commission is pivotal to the ECN mission. This 2023/24 report outlines various initiatives aimed at optimising operations:

Streamlined Processes: The Commission undertook a comprehensive review of its operational procedures to eliminate redundancies and improve efficiency in the electoral processes, from voter registration, nomination of candidates to the registration of political parties.

Human Resource Development: Building a skilled workforce remains a priority. The Commission invested in ongoing professional development for its staff, ensuring they are well-equipped to manage the complexities of modern elections proficiently.

Stakeholder Engagement: Collaborating with stakeholders is integral to our approach. These partnerships have bolstered the credibility and transparency of all electoral processes.

A Commission Delivering Digital Innovation with Secure Data Systems

In an era defined by technology, the Commission is committed to leveraging digital solutions while prioritizing data security:

Integrated Mobile Voter Registration System (IMVRS): The Commission implemented a state-of-the-art integrated voter registration system that streamlines the voter registration, nomination and election results management processes while ensuring accurate data collection.

Secure Data Management: Recognising the importance of data integrity, our systems are designed with robust cybersecurity measures. These measures safeguard against unauthorized access and manipulation, ensuring public trust in the electoral process.

Innovative Reporting Tools: The introduction of real-time reporting tools during elections enhances transparency and allows for prompt communication of results, further reinforcing public confidence in the election outcomes.

The Commission remains steadfast in its commitment to progressive electoral governance. By establishing a robust electoral system, enhancing management capabilities, and embracing innovative technologies, the ECN is better equipped to deliver on its mandate as entrusted by the citizens of Namibia. Moving forward, the plan is to continuously engage with stakeholders and adapt to emerging challenges, always prioritising the foundational principle of democracy.



DIVISION: LEGAL SERVICES

Overview

The Directorate of Legal Services is responsible for drafting proclamations, government notices, and general notices for by-elections. The division also provides legal opinions and advice to the Commission and Management. Additionally, the division is responsible for reviewing the Electoral legislation and facilitates the registration of new political parties and organisations. The division further drafts and reviews of Service Level Agreements (SLA), Memorandum of Understanding (MoU) and contracts with various service providers and stakeholders.

ACTIVITIES AND ACHIEVEMENTS

a) Review of the Electoral Act and extrapolation of section 25 on the conduct of the GRV

Section 25 of the Electoral Act provides that a GRV must take place at such intervals of not more than 10 years during a period determined by the President by Proclamation in the Gazette. The previous GRV took place from 15 January 2014 until the 02 March 2014 which implied that the 10-year period would have lapsed on 02 March 2024. Taking into consideration the finalisation of the Namibian Housing Population Census which is a key determinant in conducting any GRV, the Commission approached and requested for an opinion from the Attorney General on the period of the conduct of the GRV, pending the finalisation of the main Electoral Amendment Bill. Following feedback, the best course of action for the ECN was to amend section 25 to ensure that the 10-year period is extended beyond the 02 March 2024 to avoid any contravention of the Electoral Act and possible legal challenges. Consequently, the Commission extracted section 25 (1) (a) from the Electoral Amendment Bill to allow for the GRV to take place no later than 31 August 2024.

The Commission proceeded to submit the proposed amendment to section 25 to the Hon. Minister of Urban and Rural

Development that was tabled in Parliament in November 2023 and the subsequently the amendment was passed on the 18 December 2023.

b) Facilitation of the registration of new political parties/ organisations/associations

During the period under review the Commission considered and approved two (2) applications for registration as associations, namely:

- (i) A right to Shelter Foundation of Namibia (A-RTS-N) registered on 18 April 2023
- (ii) Omuthiya People's Association (OPA) on 13 February 2024

c) Enforcement of political parties and organisation/ association compliance and deregistration

The office facilitated one-on-one engagement meetings with all registered political parties in June 2023 to discuss their compliance status. A similar exercise was conducted in October 2023 with registered organisations and associations. This exercise improved compliance by some political parties and organisations/associations to section 139, 140, 141, and 158 of the Electoral Act through submitting the required documents as specified in the relevant sections of the Act.

Furthermore, several dormant political parties were deregistered, and their names were removed from the Commission's register of political parties, namely Democratic Party (FCN) and Namibia Democratic Movement for Change Party (Namibia DMC). Similarly, dormant organisations/ associations deregistered include Otavi Residents Association, Local Community Association Mariental (LCA), Local Community Association, Windhoek (LCA), Ada/Gui-Senior Citizens and Destitute Children's Association (Ada/Gui-SCADCA), Omaruru Residents Association (ORA), Concerned People's Organisation Keetmanshoop (CPO).



Political parties, organisation/associations compliance to section 139, 140, 141, and 158 of the Electoral Act, 5 of 2014 as amended

According to the records with the Legal Services division, the submissions of political parties are as follows:

Political Parties Audited Financial Statements Submitted 2023/24 Financial Year

SUMMARY OF POLITICAL PARTIES SUBMISSION 2023/24 FINANCIAL YEAR										
Name of Political Parties	Date of Opening of National Assembly	Submission of Declaration of Assets and Liabilities, Form 33 – (Section 139) All political parties	End of Party Financial Year	Due date of Submission Financial Statements	Disclosure of Foreign and Domestic Financing of political parties, organisations or other persons, Form 34 – (Section 140)	Form 34 – Section 141	Due Date for Disclosure of Public Funding (Section 158)	Submission of audit Report (Political Parties represented in parliament)	Newspapers advert	Notes
All People Party (APP)	Submitted	31st March	30th September	Submitted	Not submitted	Submitted	30th June	Submitted	Submitted	
Body of Christ (BCP)	Submitted	31st March	30-Sep	No applicable	Not applicable	Applicable	Not in Parliament	Not applicable	Not applicable	New party only apply for 2024
Christian Democratic Voice (CDV)	Submitted	30th September	31st March	Submitted	Not submitted	Submitted	31st December	Submitted	Not submitted	
Congress of Democrats (COD)	Submitted	30-Jun	31-Dec	Submitted	Submitted	Submitted	Not applicable	Not in Parliament	Submitted	
Independent Patriots for Change (IPC)	Submitted	31st December	30th June	Submitted	Submitted	Submitted	31st March	Submitted	Submitted	
Landless People's Movement (LPM)	Submitted	30th June	31st December	Submitted	Submitted	Submitted	30th September	Not submitted	Not submitted	
Monitor Action Group (MAG)	Submitted	31st March	30th September	Submitted	Oath's letter	Submitted	Not applicable	Not Parliament	Submitted	
National Democratic Party of Namibia (NDP)	Submitted	31-Mar	30-Sep	Auditor letter	Not submitted	Submitted	Not applicable	Not in Parliament	Submitted	
National Empowerment Fighting Corruption (NEFC)	Submitted	31st December	30th June	Submitted	Submitted	Submitted	Not applicable	Not in Parliament	Submitted	
Namibia Economic Freedom Fighters (NEFF)	Submitted	31st March	30th September	Not submitted	Not submitted	Submitted	30th June	Submitted	Submitted	
National Patriotic Front of Namibia (NPF)	14th February 2023 – Due date for submission all political parties 08 March 2023	Submitted	30th April	30th October	Auditor letter	Not submitted	Due Date for submission 31st August 2023	Submitted	Not applicable	Not in Parliament
National Unity Democratic Organization of Namibia (NUDO)	Submitted	31st March	30th September	Submitted	Submitted	Submitted	30th June	Submitted	Submitted	Combined statement 140/158
Popular Democratic Movement (PDM)	Submitted	31st March	30th September	Submitted	Submitted	Submitted	30th June	Submitted	Submitted	
Rally for Democracy and Progress (RDP)	Submitted	28th February	31st August	Submitted	Submitted	Submitted	31st May	Submitted	Submitted	
Republican Party (RP)	Submitted	28th February	31st August	Submitted	Submitted	Submitted	31st May	Submitted	Submitted	
SWANU of Namibia	Submitted	28th February	31st August	Submitted	Submitted	Submitted	31st May	Submitted	Submitted	
SWAPO Party of Namibia (Swapo Party)	Submitted	31st March	30th September	Submitted	Submitted	Submitted	30th June	Submitted	Submitted	
United Democratic Front of Namibia (UDF)	Submitted	31st March	30th September	Submitted	Submitted	Submitted	30th June	Submitted	Submitted	
United People's Movement (UPM)	Submitted	31st March	30th September	Submitted	Submitted	Submitted	Not applicable	Not in Parliament	Not in Parliament	
Workers Revolutionary Party (WRP)	Submitted	31st March	30th September	Not submitted	Not submitted	Submitted	Not applicable	Not applicable	Submitted	Submitted unaudited financial statements

DIVISION: INTERNAL AUDIT

Overview

Internal Audit is an independent, objective assurance and consulting activity designed to add value to the ECN as well as to improve its operations. It derives its mandate from the Internal Audit Charter as approved by the Commission.

It assists ECN accomplish its objectives by bringing a systematic and disciplined approach to evaluating and improving risk management, control and governance processes.

The section seeks to enhance and protect ECN's value by providing risk-based and objective assurance, advice and insight. The internal audit function derives its authority from the Commission through the FARM Committee of the Commission.

Internal audit has overall responsibility for the internal audit function and reports functionally to the FARM Committee and administratively, to the CEO.

Activities and Achievements

a) Risk Based Internal Audit Plan

On an annual basis and in consultation with Management and the FARM committee, the internal audit function developed a risk-based plan to determine priorities for the internal audit activities, consistent with Commission's strategic and operational plans.

The internal audit plan is reviewed quarterly to ensure adequate coverage of areas with the greatest exposure to risks.

b) Development of Internal Audit Charter

The purpose of an internal audit charter is to formally define the internal audit function's purpose, authority, responsibilities, and position within an organisation, outlining the nature of services it will provide and how it will contribute to achieving the organisation's objectives by evaluating and improving risk management, control, and governance processes; essentially serving as a reference point to measure the effectiveness of the internal audit activity. The Charter was approved by the Commission on 20th of June 2023.

c) Risk Universe and Emerging Risks

Effective risk management is critical to the Commission's ability to fulfil its core mandate. The Commission has an approved Risk Management Strategy and had adopted the Enterprise Risk Management Framework (ERM), which establishes a comprehensive approach to risk management. This framework mandates the continuous identification, assessment, management, reporting, and monitoring of risks.

The Commission's risk maturity is currently at Level 2 (Emerging), indicating that while risk management practices are in place, their application remains inconsistent.

The 2023/24 Risk Profile and response plans have been influenced by key drivers, as outlined in the table below. Additionally, the table below illustrates the Commission's risk universe-representing the various risk types inherent to its operations. Regular assessments of the operating environment ensure that the risk universe remains relevant and aligned with emerging challenges.

No	Type of risk exposures	Key drivers/causes
1	Legal risk	<ul style="list-style-type: none"> Complex and Lengthy Legislative Processes - causing delays in operationalising ECN mandate independently Reliance on External Stakeholders (OMAs)
2	Reputational risk	<ul style="list-style-type: none"> Misinformation/Disinformation Reactive Communication Public trust risks
3	Operational risk	<ul style="list-style-type: none"> Non-Responsive Structure Cumbersome operational processes
4	Information Technology risk	<ul style="list-style-type: none"> Limited IT Infrastructure (network connectivity) System failures or technological disruptions affecting election processes High Costs Stakeholder buy-in

d) Internal Audit reports compiled and submitted

The Internal Audit conducted and submitted reports on Security Management as well as overtime audits, during the financial year under review. The objectives were to evaluate the extent of security risk exposure, assess the adequacy and effectiveness of security controls implemented by management and review the management and control of overtime.

e) Finance, Audit and Risk Management Charter (FARM)

FARM committee charter serves to clearly define the roles, responsibilities, and authorities of an audit committee within a company, outlining its oversight function regarding financial reporting, internal controls, and compliance with legal and regulatory requirements, essentially acting as a guiding document for the committee's operations and ensuring proper accountability. The Commission adopted the Charter on 05 February 2024.

DIVISION: SECURITY & RISK MANAGEMENT

Overview

The Division of Security and Risk Management is responsible for overseeing the management, maintenance, and monitoring of security services and systems. Additionally, the division provides guidance, support, and expert advice to the Commission security risks.

ACTIVITIES AND ACHIEVEMENTS

(a) Development and implementation of Standard Operating Procedures

In its effort to implement the Security Policy, the division developed and put into practice Standard Operating Procedures (SOPs). These SOPs clearly define the responsibilities of the Security and Risk Management Services division in executing the protective security measures outlined in the internal Security Policy of the ECN.

(b) Conduct of security audit at head office and all 13 regional offices

As part of the implementation of enhanced security, the division conducted the security audit of all ECN offices to evaluate the existing security and risk management measures. This assessment aimed to strengthen the physical security of the ECN structures.

This evaluation, paved the way for the installation of CCTV cameras and biometric access controls to strengthen security controls at the Head Office, while the roll-out of security enhancement a regional office to be implemented in phases.

(c) Maintain and enhanced security to safeguard the resources of the ECN

The division maintains a collaborative relationship with the Namibian Police, whose personnel are stationed at ECN premises to ensure physical security and provision of security during the conduct of electoral activities as outlined in the Electoral Operations Policy.



DIVISION: CORPORATE COMMUNICATIONS AND MARKETING

Overview

The Corporate Communications and Marketing Division plays a crucial role in facilitating effective communication and engagement with stakeholders to promote integrity and transparency. These efforts enhance the Commission's visibility and reputation while building trust with various stakeholders. According to Section 4(2) of the Electoral Act (Act 5 of 2014), the ECN is required to establish and maintain collaboration with political parties, the media, and the public. The Commission's communication efforts focus on informing and educating the electorate and the general public about its various administrative and operational activities.

Activities and Achievements

a) Improve the Commission's reputation and image

The Commission implemented a stakeholder engagement strategy designed to enhance and promote the image of the institution, thereby fostering strong stakeholder relationships. This strategy also aims to improve brand visibility and position the Commission as a reputable and responsive corporate citizen by facilitating engagements with stakeholders at various platforms.

To demonstrate its commitment to transparency and excellence in electoral management, the department facilitated stakeholder meetings and workshops. To further strengthen its collaboration with stakeholders, the Commission upgraded its virtual connection infrastructure at the ECN headquarters, thereby improving remote participation in meetings with various stakeholders. Additionally, the division improved the functionality of the reception, thereby creating a positive image of the institution.

Furthermore, the division reviewed the existing brand manual to ensure that the institution's image is consistent, recognizable and aligned to its values and goals. Our brand positioning mirrors our steadfast dedication to maintaining democratic principles, guaranteeing free, fair and credible elections and encouraging active citizen involvement in electoral processes through brand visibility.

b) Enhance stakeholder's trust and confidence through effective communication

i) Media relations

To ensure the integrity and transparency of the electoral processes before, during and after elections, the division continuously engaged the media through press releases and regular updates, fostering a strong relationship that ensures accurate reporting on electoral matters. This is done using traditional media (i.e. TV,

Radio, Newspapers, news releases, reports etc) and digital media (i.e. ECN website, Facebook, Instagram, X, LinkedIn and YouTube) to disseminate information. These media platforms are well suited to the ECN's needs, as they enable smooth engagement with stakeholders and the public in an immediate fashion, by which it reaches a great number of people in a cost-effective manner.

Media relations activities also included arranging for the Chairperson of the Commission, Commissioners, CEO and Management to appear on television, radio programme and coverage of all its public relations activities. Furthermore, the division conducted regular monitoring of social media, newspapers, television news broadcasts and other channels to address misinformation/disinformation. During the period under review, the Commission released twenty-three (23) media statements pertaining to its operations.

ii) Service charter

The Commission rolled out the Service Charter to all 13 regional offices. The purpose of this Service Charter is to re-affirm our commitment to continue providing quality services to our stakeholders. It informs our desire to align our corporate values towards a result-driven institution in a distinctive manner, setting standards and the delivery of expected services within the budget and time. It also presents an opportunity to create and exchange ideas with our stakeholders.

iii) Statutory Reports and corporate publications

The Commission in compliance with section 15(1) of the Electoral Act No. 5 of 2014 produced and published the 2022/23 Integrated Annual Report on its website. The report was further printed and submitted to the Speaker of the National Assembly and circulated to various stakeholders.

Equally, the Commission produced, published and submitted two (2) performance assessment and post-election reports to the Speaker of National Assembly in compliance to section 116 of the Electoral Act of 2014, No.5 of 2014. These reports are:

- (a) Okaku Constituency By-election Performance Assessments and Post-Election Report
- (b) Moses //Garoëb Constituency By-election Performance Assessments and Post-Election Report

In addition, the division completed the production and publication of the Historical Journey of Elections in Namibia. A booklet that documents the evolution of elections, registration of voters as well as voter and civic education.



DIRECTORATE OF OPERATIONS

Overview

The Directorate of Operations comprises of three (3) divisions, namely, the Division of Elections Administration (EA), Information and Communication Technology (ICT), and the Division Voter and Civic Education (VCE). The Directorate is mainly responsible for the administration, management and conduct of elections.

DIVISION: ELECTIONS ADMINISTRATION

Overview

The Division of Elections Administration facilitates the participation of voters in regular and free elections, using sustainable systems, people and processes.

The division is mainly responsible for administration of elections and referenda processes in terms of planning and implementation of electoral operations, deployment and demobilization of electoral resources.

The main activities of the division include efficient provision of services in relation to the maintenance of the national voters' register, the planning and coordination of activities during registration of voters and election day, and the counting of votes and collation of results.

The logistics section in the division provides support in terms of electoral materials and equipment as provided for in terms of the Standard Operating Procedures (SOP's).

Activities and Achievements

(a) Conduct of the poll for Keetmanshoop Rural Constituency by-elections

The ECN is obliged in terms of Section 10 (3) of the Regional Act, (Act. No 22 of 1992), to conduct a by-election in a constituency where a vacancy occurs within 90 days. On 15 May 2023, the ECN conducted the by-election in Keetmanshoop Rural Constituency, //Kharas Region following the expulsion of the Keetmanshoop Rural Constituency Councillor Mr Gerrit Witbooi, from the Landless People's Movement (LPM) on 14 February 2023. Willem Petrus Labuschagne of LPM was elected as Councillor on 15 May 2023.

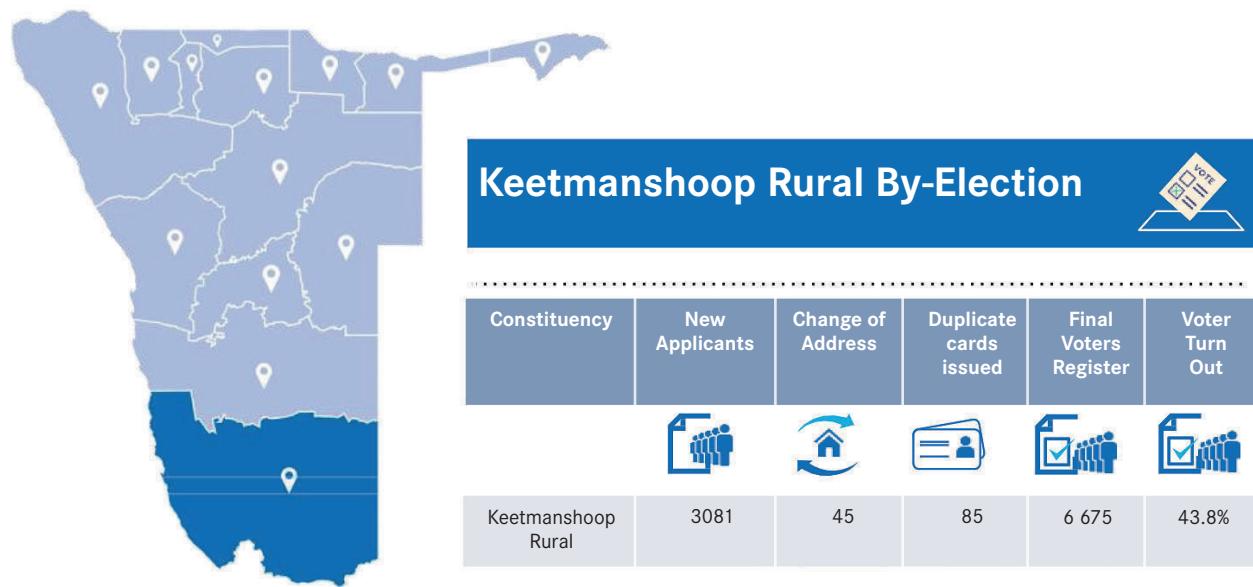
The Performance and Post-Election Assessment Report published comprehensively covers the activities in relation to the conduct of this by-election.



Councillor Willem Petrus Labuschagne



The main activities of the division include efficient provision of services in relation to the maintenance of the national voters' register.



(b) Verification and determination of registration points in preparation for GRV

For the purpose of the registration of voters and conduct of the poll the Commission must establish registration and polling points as provided for in terms of the Electoral Act. In preparation for the conduct of the 4th General Registration of Voters and conduct of the 7th Presidential and National Assembly elections to be conducted in 2024 the Division Election Administration consulted all Regional Councils to solicit inputs on the establishment of predetermined registration and polling venues as per the guidelines provided in the Electoral Operations Policy. Regional Councils were granted an opportunity to provide inputs by 31 March 2023 which was later extended to 30 April 2023. Only three Regional Councils responded and the inputs were incorporated as proposed. The consultations paved the way for the establishment of 4080 registration points countrywide and 36 registration points at Namibian Diplomatic Missions abroad.

(c) The needs assessment analysis to determine the resource needs of each region for effective logistical preparations.

Following the verification and determination of registration points, the Division Election Administration with the support of the Division Voter and Civic Education deployed Voter Education Officers during the period June-July 2023 to conduct inspections of the venues identified in order to determine the required resources for the conduct of the GRV and subsequently the National Elections scheduled for November 2024. Voter Education Officers were also required to engage private property owners on availing the identified facilities for election purposes.

(d) Conduct of Mock Voter Registration on the IMVRS

In preparation for the conduct of the GRV, the Commission conducted a mock voter registration in five clusters countrywide to test the efficiency of the IMVRS. The purpose of the mock registration was two-fold, namely testing the upgraded software application on voter registration with a view to propose any further changes and secondly to test the functionality of the newly acquired hardware.

Five teams were deployed to various clusters as per the table below, led by staff members from the IT Department as Team Leaders and two staff members from Data Centre.

Constituency	Place/Locality	Venue	Date	Time
Keetmanshoop Rural	Aroab	ELCIN Church, Aroab	15 Nov 2023	08h00-16h00
	Koes	Koes Community Centre	16 Nov 2023	08h00-16h00
	Kronlein	Teachers Resource Centre	17 Nov 2023	08h00-16h00
Windhoek Rural	Groot Aub	Constituency Office	15 Nov 2023	08h00-16h00
	Mix Settlement	Mix Settlement Clinic	16 Nov 2023	08h00-16h00
Tobias Hainyeko	Okuryangava	Oshatotwa Centre (Ongava)	17 Nov 2023	08h00-16h00
Swakopmund	Mondesa	Meduletu Community Hall	15 Nov 2023	08h00-16h00
	DRC	DRC School Project	16 Nov 2023	08h00-16h00
	Mondesa	Coastal High School	17 Nov 2023	08h00-16h00
Oshakati East	Okandjengedi	Okandjengedi Community Hall	15 Nov 2023	08h00-16h00
	Oneshila	Oneshila Community Hall	16 Nov 2023	08h00-16h00
Oshakati West	Uupindi	Uupindi Community Hall	17 Nov 2023	08h00-16h00
Rundu Urban	Ndama	Ndama Combined School	15 Nov 2023	08h00-16h00
	Kehemu	Kehemu Community Hall	16 Nov 2023	08h00-16h00
	Sauyemwa	Markus Ihemba PS	17 Nov 2023	08h00-16h00

Minor technical glitches were detected and reported to the service provider for further enhancement. The turnout and participation of members of the public was commendable. Voters waited patiently and also expressed appreciation to Commission for the initiative. Only one political party deployed observers to the process. As a result of the findings it was recommended that a second mock registration exercise be conducted to test improvements effected.

Subsequently, the second mock exercise was conducted during the period 15 – 16 February 2024 in the clusters as outlined below.

Constituency	Place/Locality	Venue	Date	Time
Moses //Garoëb	Havana	Havana Usave Supermarket	15 Feb 2024	08h00-12h00
	Havana	Max Mutongolumwe	15 Feb 2024	13h00-16h00
Ombili	Ombili	Epandulo Market	16 Feb 2024	08h00-12h00
	Ombili	Ombili Woermannbrock	16 Feb 2024	13h00-16h00
Samora Machel	Goreangab	Woermann brock parking	15 Feb 2024	08h00-12h00
	Goreangab	Okapale Goreangab	15 Feb 2024	13h00-16h00
Tobias Hainyeko	Greenwell Matongo	Eveline Court	16 Feb 2024	08h00-12h00
	Greenwell Matongo	Community Hall	16 Feb 2024	13h00-16h00
Windhoek West	Omungwalume No.1	Oprah Kindergarten	15 Feb 2024	08h00-12h00
	Oshatotwa	Onkugo ye pongo	15 Feb 2024	13h00-16h00
Windhoek Rural	Kilimandjaro	Kilimandjaro Open Space	16 Feb 2024	08h00-12h00
	Maxwilili	Natanael Maxwilili	16 Feb 2024	13h00-16h00
Windhoek West	NUST	NUST	15 Feb 2024	08h00-12h00
	Wernhill Park	Wernhill park Taxi rank	15 Feb 2024	13h00-16h00
Windhoek Rural	Dorado Park	IUM	16 Feb 2024	08h00-12h00
	Unam Main campus	UNAM	16 Feb 2024	13h00-16h00
Windhoek Rural	Groot Aub	Oshakati Open Space	15 Feb 2024	08h00-16h00
	Mixed Settlement	Open space	16 Feb 2024	08h00-16h00

The improvements effected following the conduct of the first mock registration exercise were successfully effected and tested during the second mock exercise which proved the system's readiness for deployment during GRV.

(e) Maintenance of the National Voters Register

During the period under review, the Division ensured the accuracy of the national voter's register, which includes the capturing of new registered voters, verifying new data against the existing voters roll to eliminate duplicate entries, removal of deceased voters and issuance of duplicate voter registration cards.

(1) Removal of deceased voters

The table below illustrate the total number of deceased persons removed from the voters register during the period under review:

REGION	DECEASED		TOTAL
	Female	Male	
//Karas	173	231	404
Erongo	250	317	567
Hardap	210	275	485
Kavango East	223	187	410
Kavango West	119	135	254
Khomas	413	628	1041
Kunene	131	160	291
Ohangwena	496	441	937
Omaheke	207	200	407
Omusati	562	544	1106
Oshana	361	329	690
Oshikoto	330	341	671
Otjozondjupa	228	294	522
Zambezi	154	142	296
TOTAL	3857	4224	8081

* Deceased voters removed from the national voters register during the period 01 April 2023 up to 31 March 2024

(2) Duplicate Cards Issued

During the period under review a total of 530 duplicate cards were issued to registered voters whose voter registration cards were reported lost or damaged.

REGION	DUPLICATE CARDS		TOTAL
	Female	Male	
Karas	3	6	9
Erongo	7	7	14
Hardap	1	3	4
Kavango East	3	7	10
Kavango West	0	3	3
Khomas	102	234	336
Kunene	0	7	7
Ohangwena	13	20	33
Omaheke	6	12	18
Omusati	8	23	31
Oshana	4	14	18
Oshikoto	2	14	16
Otjozondjupa	4	22	26
Zambezi	1	4	5
TOTAL	154	376	530



SECTION: LOGISTICS MANAGEMENT

Elections are operationally complex and require meticulous planning to be successful. As an institution responsible for managing elections, careful consideration of the feasibility of all aspects of election operations, particularly in terms of electoral material needs assessment and how it may affect the execution of any electoral activity must be considered.

Activities and Achievements

(a) Disposal and destruction of ballot papers for 2020

Regional Council and Local Authorities Elections and subsequent by-elections

In the absence of any court challenges and in preparation for the conduct of the 2024 National Elections, the Division: Election Administration through the Section Logistics Management with the approval of the Commission and after consultation with the PLC disposed the ballot papers used during the 2020 Regional Councils and Local Authority elections and all subsequent by-elections conducted until May 2023.

Taking into consideration that ballot papers are classified as sensitive election materials stringent measures were instituted for the disposal of the ballot papers.

Through the procurement process a reputable service provider was identified based on the set protocols and a destruction certificate was presented at the conclusion of the exercise.

Political parties were invited to delegate representatives to observe the destruction process and only two political parties participated. At conclusion of the exercise all political parties were provided with a copy of the destruction certificate.

(b) Maintenance of the main warehouse and removal of written-off equipment and materials

As the institution was preparing for the conduct of the next electoral cycle, the Section Logistics Management following the stock-taking exercise in terms of the Treasury Instructions and the Electoral Roadmap 2024 removed all redundant materials and equipment for delivery to Ministry of Works and Transport for disposal through auction.

(c) Assessment and testing of election equipment

In preparation of the election phase, the Section Logistics Management undertook an assessment of all election equipment for maintenance or replacement. This exercise was aimed at assisting the Division: Election Administration to compile a detailed election equipment needs assessment and secondly to prepare a cost analysis for the acquisition of all required equipment. This included amongst others the functionality and servicing of generators, refurbishment of the ballot booths, usability of various assets such as tents, tables and chairs.



DIVISION: VOTER AND CIVIC EDUCATION

Overview

The Electoral Act (No. 5 of 2014) mandates the Commission, through the division, to conduct civic and voter education. The Act further states that the Commission must make the meaning and purpose of elections well understood by the electorate, create public awareness on elections, democracy building, and political tolerance, design a multi-media campaign strategy, and encourage civic organisations, the media, and political parties to support the voter and civic education programmes of the Commission.

To vote, one must be registered as a voter, and their details should be listed in the National Voters Register. Therefore, the Commission has an educational, motivational, and encouraging role to ensure maximum participation in electoral processes.



Activities and Achievements

a) Voter and Civic Education

The division, embarked on an outreach programme across all 14 regions and 121 constituencies to provide the public and eligible voters with essential information pertaining to their rights and responsibilities, democratic principles and the importance of participating in electoral processes. A total of 628 education sessions were held nationwide.

Additionally, voter education was conducted for the Keetmanshoop rural constituency by-election ahead of the Supplementary Voter Registration (SVR) from 07-10 March 2024, and polling on 15 May 2024.

Targeted initiatives including face-to-face voter education sessions, Information, Education, and Communication (IEC) materials with tailored messaging were developed for different population

segments, including live radio discussions on NBC stations (National FM, Hartklop FM, Kaisames FM, //Kharas Radio) and community stations like Kosmos FM, Kairos Radio, and //Kharas Radio.

In preparation for the conduct of the 2024 GRV and National Elections the division developed an extensive voter and civic campaign strategy in this reporting period. The strategy aimed to create comprehensive and inclusive civic and voter education initiatives that encourage and facilitate citizen participation in the electoral processes, political tolerance and maintain the secrecy of the vote, mobilise youth participation in the electoral process and increase voter turnout in elections by at least 10%.

b) Information Dissemination Channels

Various channels of communications were used in the dissemination of electoral information taking into consideration the communication needs of each target audience. The messages were developed and produced in English as well as in various indigenous languages spoken in all 14 Regions.

In addition, materials were translated in accessible formats for persons with disabilities such as braille, large print and sign language. Participation in Trade Fairs/Expos, career fairs and community/town hall meetings were used to supplement voter and civic education programmes.

c) Voter Education Youth Ambassadors programme

To ensure active youth participation, the Commission included the use of the Youth Ambassadors, young citizens between the ages of 18 to 25 to promote youth participation in elections. Among them, Miss Teen Namibia 2023, Oriana Ribeiro was appointed as the Lead Youth Ambassador for the Voter and Civic Education campaign ahead of the GRV and National elections.

Miss Teen Namibia demonstrated the willingness and strong commitment to promoting voter awareness and civic engagement among young people.

With her passion for creating positive change, dedication to educating peers about the importance of voting and ability to inspire others to get involved in the democratic process, our Lead Youth Ambassador will play a crucial role in mobilising and empowering youth to participate in the upcoming electoral processes.

d) Development of the Disability Mainstreaming Framework

To ensure effective disability mainstreaming, the ECN developed the Disability Framework aimed at supporting the ECN initiatives on disability mainstreaming in line with its mandate.

The framework aimed at ensuring inclusive and accessible participation of People With Disabilities (PWDs) in all processes in an effort to promote a more inclusive society and deepen participatory democracy in Namibia.

The Commission is not only expected to respond to the inclusion of PWDs in electoral processes but also to establish, understand

and accommodate the needs of PWDs as it pertains to electoral operations. In order to address the mainstreaming of PWDs a Disability Inclusion Plan is developed to ensure effective implementation of programmes.

With the review of the IMVRs, one of the initiatives as part of the enhancement of the system included the provision of data collection and segregation of PWDs. This would enable the Commission to obtain data on PWDs and respond to the needs and ensure assess to service delivery for this segment of society.

e) Development of a Voter and Civic Education Policy

To fulfil its mandate, the division facilitated the development of the Voter and Civic Education Policy. The aim of this this policy is to ensure that the ECN, in partnership with civil society and other accredited juristic and natural persons, delivers comprehensive, standardized, and impartial voter and civic education to Namibian citizens.

The policy also aims to provide an administrative framework under which voter and civic education is to be conducted and provide guidelines and procedures that promote and regulate the accreditation of voter and civic education providers.

f) Development and production of the Voter and Civic Education Booklet

The Commission developed and published the Voter and Civic Education booklet in Namibia. The booklet is not merely a set of activities but a vital cornerstone of Namibian democracy, aiming to empower citizens with the knowledge and skills necessary to engage meaningfully in the electoral process.

As the custodians of free and fair elections, the Commission recognises that informed citizens are the bedrock of a thriving democracy. The right to vote is not just a privilege; it is a responsibility that comes with the power to shape our nation's future. It is imperative that every Namibian understands the electoral process, their voting rights, and the importance of participating in elections.

Through this booklet, we sought to explain the voting process, ensuring that every citizen knows where to register, how to vote, and the significance of their participation in shaping policies that affect their lives.

The booklet was produced, printed and distributed in English, but the Commission intends to interpret it in indigenous languages in future.

The booklet was rolled out by voter education officers to all corners of our nation, including urban and rural areas, to ensure that no one is left behind, particularly the youth, women, and marginalised communities who must be encouraged and supported to take part in elections.

g) Research

The division in cooperation with the Division Election Administration conducted a Poll Exit Survey for the Keetmanshoop rural constituency by-election.

The main objective of the poll exit survey is to evaluate the reach of ECN voter and civic education efforts, and to measure the performance of the polling officials in conducting the by-election.

The purpose of the poll exit survey was two-fold: (1) to gather feedback from voters on the effectiveness of the civic and voter education programmes prior to the by-election, and (2) to determine the effectiveness of the voting process on the election day.

The findings revealed that the voter education programmes for the Keetmanshoop was effective despite the geographical vastness of the constituency, voters were satisfied with the adequacy of information provided through the face-to-face sessions and radio sessions as a preferred medium of communication. The participants in the survey questioned the use of a pencil instead of a pen during voting.

They further requested the Commission to establish a toll-free line to allow the electorate to phone in to address questions and queries pertaining to elections. Overall, the respondent indicated satisfaction with the voting process. Seventy-seven percent (77%) respondents, indicated that it took them between one (1) to twenty (20) minutes to vote from the time they joined the queue.

Similarly, the poll exit survey report for the Okaku Constituency was compiled, submitted and approved by the Commission.

The main findings of the survey indicated that voting time per voter was three (3) to five (5) minutes from the time of voter verification until the voter exited the polling station.

This was supported by the introducing of more than one polling booth per polling station. Secondly, in terms of voter education the respondents indicated satisfaction with the adequacy of the information provided by the Commission, whilst commanding the use of radio as the most preferred medium for information dissemination.

The main objective of the poll exit survey is to evaluate the reach of ECN voter and civic education efforts, and to measure the performance of the polling officials in conducting the by-election.

DIVISION: INFORMATION AND COMMUNICATION TECHNOLOGY

Overview

This division is responsible for implementing, maintaining, providing technical support for all technological functions and managing the IT systems in accordance with ECN policies.

The Commission has made significant efforts to upgrade the Subdivision of Information Technology into a fully-fledged ICT Division. Its responsibilities include overseeing all computer hardware and software, servers, and technologies related to electoral processes.



Activities and Achievements

a) Enhancement of the Integrated Mobile Voter Registration System (IMVRS)

As part of the preparations for the 2024 General Registration of Voters, and Presidential & National Assembly Elections, the Commission undertook a comprehensive electoral review process after the 2019 & 2020 Presidential & National Assembly Elections and the Regional Council and Local Authority Elections, respectively.

The review culminated in the need to upgrade and enhance the current system based on “Building-on-Existing technologies” with specific relevance to the existing voter registration and verification systems.

This review resulted in, amongst others, the enhancement of the current **Mobile Voter Registration System into the Integrated Mobile Voter Registration System (IMVRS)**. This is an “Integrated Solution,” interfacing the voters’ registration, voter identification and verification, registration of political parties and organisations/ associations, nominations, and election results management modules.

Some of the key features of the enhanced voter registration application include:

- (a) The migration from a laptop-based technology to a tablet-based technology;
- (b) Instant voter statistical reports per registration station, including demographics of People with Disabilities; and
- (c) Enhanced security features including but not limited to remote management which offers the capabilities to remotely lock, wipe or locate devices in case they are lost or stolen, thereby protecting sensitive information.

It allows for remote troubleshooting and support, helping to resolve issues without needing physical access to the device.

Application management which facilitates the distribution, updating and removal of applications of devices. Enforcement on the use of approved applications and restrict or blacklist unauthorised applications, ensuring that only safe and necessary apps are used.



c) Training and Capacity Building For IT Staff

As part of the ongoing capacity building within the IT Division, the Commission prioritised regular training for staff on the latest technologies, security practices, and data management procedures.

Through knowledge sharing, the division has over the years benefited from invaluable expertise provided by service providers assigned to assist with technological innovation contracts promoting a culture of knowledge sharing to ensure all team members are able to execute their duties diligently.



As part of the ongoing capacity building within the IT Division, the Commission prioritised regular training for staff on the latest technologies.

DIVISION: GENERAL SERVICES & SUPPORT SERVICES

Overview

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

SUBDIVISION: FINANCE

The subdivision is responsible for the provision of administrative support services that include budgeting, bookkeeping as well as facilitating, coordinating and budget implementation. The ECN is fully funded by the Government under budget Vote: 28.

Activities and Achievements

a) 2023/2024 budget analysis and fiscal discipline

During the year under review, the ECN was allocated an amount

of four hundred and twenty-one million nine hundred and thirty thousand Namibia Dollars (N\$421,930,000). The Commission did not receive any additional funds, there was no budget suspension for the year 2023/2024.

The total operation budget of four hundred and twenty-one million nine hundred and thirty thousand Namibia Dollars (N\$421,930,000) represents an increase of three hundred and twenty-four million seven hundred and ninety-eight thousand Namibia Dollar (N\$324,798,000) which translates to 76% compared to the Ninety-seven million one hundred and thirty-two thousand Namibia Dollar (N\$97,132,000) allocated for the 2022/2023 financial year.

The execution rate for the 2023/2024 was 94.71% which showed a decrease of 4.61% compared to the 99.32% execution rate for 2022/23 Financial Year.

The following is the budget analysis for the 2023/24 financial year:

DIVISION	ORIGINAL BUDGET	ADDITIONAL BUDGET	SUSPENSION	TOTAL BUDGET
Election administration	301,527,624	-	-	233,596,527
Voter and Civic Education and information dissemination	45,921,328	-	-	51,056,587
Support Services	74,481,048			47,528,886
TOTAL	421,930,000	-	-	332,182,000

b) Financial Audit

A financial audit was conducted by the Office of Auditor General during the period between September and November 2023 as reflected on the Financial Audited Statements hereto attached to this report. Upon completion of the audit, the Commission received a positive audit review in the form of an Unqualified Audit Opinion from the findings of the audit conducted by the Office of the Auditor General during the year under review.

Section: Human Resource Management

The HR subdivision is charged with the recruitment, wellbeing and staff development of ECN employees. Its efforts extend to among others, mainstreaming of HIV/AIDS programmes, as well as developing gender and wellness activities to talk to the Commission's core processes of the Commission that require a dedicated but satisfied employee. The subdivision also ensures compliance to Affirmative Action requirements, Public Service Staff Rules compliance, PSM Circulars implementation, and compliance to other HRM legislative framework.

Activities and Achievements

(a) Recruitment of Election Officials – By-Election Keetmanshoop Rural Constituency

A total number of one-hundred and two (102) unemployed individuals were recruited temporarily for Keetmanshoop Rural constituency by election, consisting of one (1) Supervisor of Registration/Returning Officer, thirty-nine (39) registration officials and sixty-two polling officials.

Position	Total Number of Officials	Recruitment Period
Registration Officers	39	01 – 05 March 2023
Returning Officer	1	10 April 2023 – May 2023
Presiding Officers	12	08 May 2023 – 17 May 2023
Polling Officers	50	08 May 2023 – 17 May 2023

(b) Employment records 01 April to 31 March 2024

New appointment	Promotions	Transfers	Staff turnover	Vacant positions
24	4	1	5	15

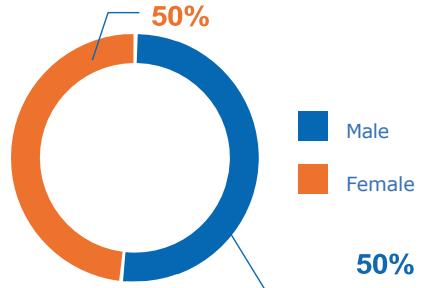
(c) Affirmative Action (AA)

The Commission is committed to complying with the requirements of the Affirmative Action (Employment) Act of 1998. As a crucial element of taking care of staff, the Commission 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. The Affirmative Action Report for the period 01 January 2023 until 31 December 2024 was compiled by AA - Committee and submitted to Office of the Prime Minister and the Equity Commission.

GENDER REPRESENTATION



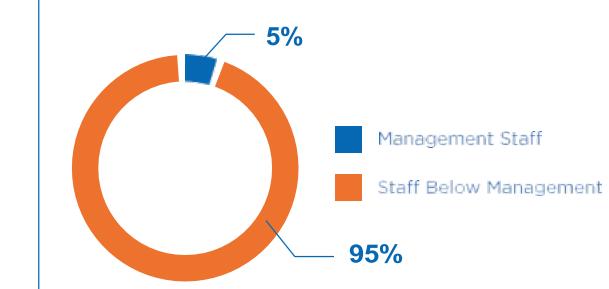
GENDER DISTRIBUTION



EMPLOYMENT EQUITY



WORKFORCE



(d) Wellness Programme

Three (3) wellness activities we conducted that included two(2) Staff Team Building events and a mental health awareness session.



(e) Training and Development

A total of twenty-six (26) staff members, inclusive of twelve (12) Regional Electoral Officers and fourteen (14) Regional Voter Education Officers participated in an induction and orientation training session held in Windhoek in December 2023. The purpose of the training was to familiarise the staff members with ECN operations, thus ensuring a smooth transition into their roles.



Furthermore, 136 staff members underwent training in both qualifying and non-qualifying skills. The target was to train fifteen percent (15%) during the reporting year. However, seventy-two (72%) were trained. This broad-based training approach is aimed to enhance the overall skill set of the workforce, enabling them to effectively carry out their duties and to contribute to the execution of the ECN's mandate.

The tables below provide a summary of both non-qualifying and qualifying trainings attended by staff members.

Non-Qualifying Training

Short Course Name	Number of Staff members	Tertiary Name	Course Duration
Practical Cleaning and Hygiene Workshops	8	ESAMI	1 Week
Accounts Payable and Receivable Training	2	Direct Training	1 Week
Seminar on Human Resource Development	1	China	2 Weeks
Secretarial Training	4	Masana Brainstorm(SA)	3 Days
Interconnected Internal Auditing	1	IIA (SA)	1 Week
First Aid and Fire Extinguisher Course	10	City of Windhoek	1 Week
Basic stock Control training	3	Ministry of Finance	1 Week
Integrated Mobile, Voter Registration System	4	TOPPAN (SA)	1 Week
Public Procurement Act, 2015 (ACT. No. 15 of 2015)	8	Ministry of Finance	1 Week
Validation of Principles and Guidelines for use of Digital Median Election in Africa	1	AAEA (Egypt)	1 Week
Election Management	2	Russian Federation	1 Week
Harassment and Bullying at the Work Place	2	Ministry of Labour	1 week
Basic Computer Skills	12	V-Tech	1 Week
Public Speaking Course	74	Diamond Training Institute	1 day
Occupational health and safety compliance and auditing master class	1	Pelgea Group	1 Week
Total			129

Qualifying Training

Course Name	Number of Staff members	Tertiary Name	Course Duration
Bachelor for Organizational Learning and Development	2	UNAM	3 Years
Bachelor degree in Human Resource Management	2	Lingua	3 Years
Master in Electoral Policy and Governance	3	UNITAR	2 Years
Diploma in Record Management	1	SBS	2 Years
Total			7

Sub-Section: Auxiliary Services and Support Services

Auxiliary Services and Support Services is charged with the responsibilities such as Transport Management, Procurement, Inventory Management, Registry, Switchboard, Assessment Management and Maintenance.

Activities and Achievements

a) Inventory Management

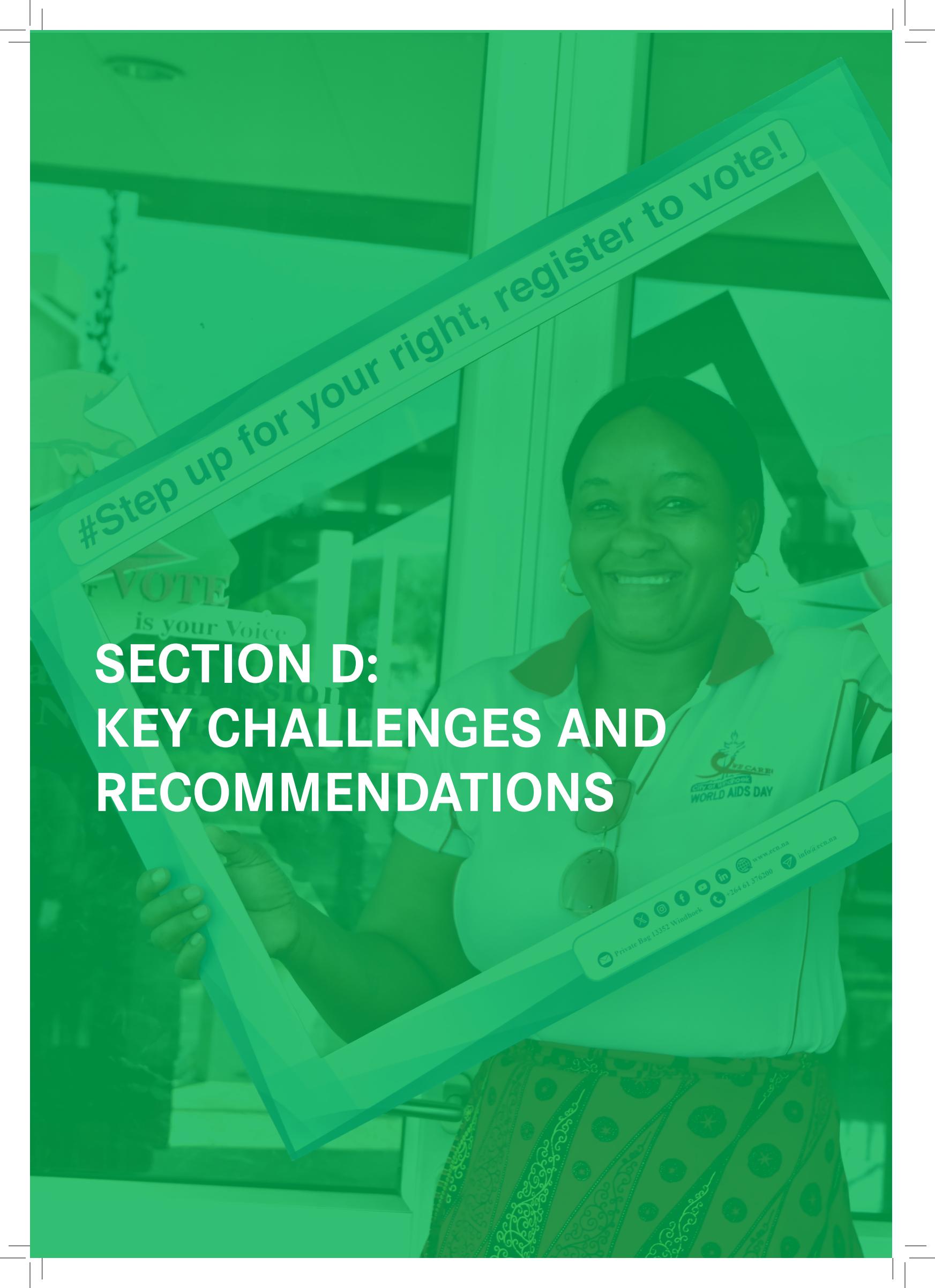
Annual Stock taking was conducted both at head office and regional offices.

Annual Stock-taking report was produced and submitted to Treasury on 26 March 2024.

c) Procurement and Payment Processing

Procurement of goods and services is done with compliance to the Procurement Act and the State Finance's Act. The Commission ensures that payment of goods and services are done on time.

Procurement of goods and services
is done with compliance to the
Procurement Act and the State Finance's
Act.



#Step up for your right, register to vote!

SECTION D: KEY CHALLENGES AND RECOMMENDATIONS

KEY CHALLENGES

During the period under review, the Commission faced critical challenges that had a bearing on the execution of its mandate. These challenges are to a larger extent associated with the requisite processes that are beyond control of the Commission. These include;

Delay in finalisation of Main Electoral Amendment Bill

The delay in finalising this Bill left the Commission with no other option than proposing amendment of the Extrapolation of Section 25 of the Electoral Act No.5 of 2014 (the Act) to enable the Commission to conduct the 2024 GRV no later than 31 August 2024.

Delay in the finalisation of the National Population and Housing Census 2023

The Preliminary National Population Statistics were released on 13 March 2024 which saw an increase in voting population. This increase resulted in the need for additional resources for both the 2024 GRV and Presidential and National Assembly Elections.

Delay in appointment of Demarcation and Delimitation Commission

The appointment of the Demarcation and Delimitation Commission was made on 3 April 2024. Although this would not affect the conduct of elections in 2024 as Namibia becomes one constituency during this time, it was observed that, it would be to the benefit of the Commission to register eligible voters in their established constituencies, should any new constituencies or boundaries be established.

Misinformation and disinformation

As with many Electoral Management Bodies (EMBs) countries across the Globe, the Commission faces challenges related to the spread misinformation and disinformation on social media. With the advent of social media giving birth to untrained citizen journalism, the Commission has been faced with increased incidents of mis/disinformation from influencers and so-called 'news sources' that were often unverified.

This growing concern has a bearing impact as it may result in digital harm that would undermine the integrity of the election process, the safety of citizens and electoral officials.

ECN Funding Requirements

Though the Commission is very much appreciative of the support received from the National Treasury over the past financial years, funding during off period has been considerably decreasing making it difficult if not practically impossible to systematically and gradually plan, as well as procure required resources and prepare for the next electoral cycle.

ECN Organisational Structure

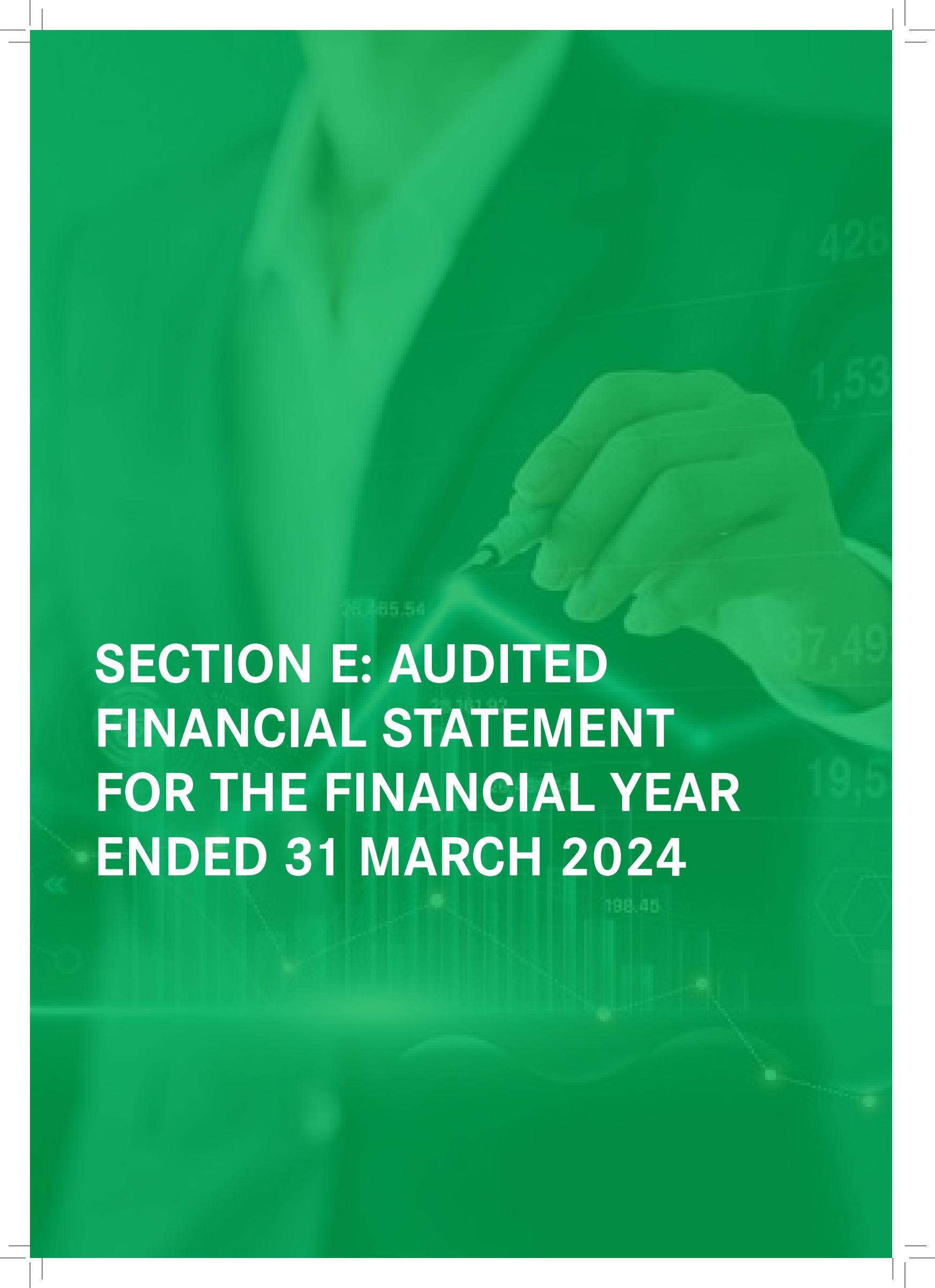
The implementation of the structure as approved by the Commission has not been fully implemented due to budgetary constraints, particularly the filling of positions at constituency level, which is a legal requirement. This has a bearing on the operational performance of the Commission, particularly the continuous registration of voters and issuance of duplicate voter registration cards.

Manual submission of death statistics

The manual-based process of removing deceased registered voters from the national voters' register is time consuming and subject to human error.

KEY RECOMMENDATIONS

- (a) There is a need to expedite the finalisation of the Electoral Amendment Bill as this will allow, amongst others:
 - i) the use of Namibian National Identity Document by eligible voters when they apply for registration as voters. This is a process that will be aligned to the National Population Register further reducing costs in the electoral process in the long-run;
 - ii) for the Voter Registration System to be interfaced with the National Population Register of the Ministry of Home Affairs, Immigration, Safety and Security (MHAISS).
- (b) There is a need to finalise the delimitation and demarcation of boundaries to enable the Commission to plan and prepare for the conduct of the scheduled 2025 Regional Council and Local Authorities Elections accordingly as voters are required to vote in their respective constituencies of residence unlike in the case of PNA elections.
- (c) Treasury should consider adopting a funding formula for the ECN to ensure that it receives adequate funding during the off-peak period for the Commission to systematically plan, and acquire requisite resources in preparation for the next scheduled electoral cycle.
- (d) There is a need for adequate funding to enable the Commission to operationalise the organisational structure at constituency level.
- (e) Facilitate formalisation of the collaboration with Ministry of Home Affairs, Immigration, Safety and Security (MHAISS) on the integration of system
- (f) databases to ensure efficient and timely removal of deceased voters from the national voters' register
- (g) Embrace digital literacy and collaborate with regulatory bodies to combat the spread of mis/disinformation.



SECTION E: AUDITED FINANCIAL STATEMENT FOR THE FINANCIAL YEAR ENDED 31 MARCH 2024

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
For the Financial Year Ended 31 March 2023

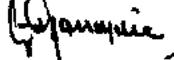
REPUBLIC OF NAMIBIA



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 2023 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, MARCH 2024


JUNIAS ETUNA KANDJEKE
AUDITOR-GENERAL

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
 For the Financial Year Ended 31 March 2023

Table of Contents

1. SECTION A: FINANCIAL STATEMENTS.....	1
1.1 UNQUALIFIED AUDIT OPINION.....	1
1.2 BASIS FOR UNQUALIFIED AUDIT OPINION.....	1
1.3 KEY AUDIT MATTERS	1
1.4 EMPHASIS OF MATTERS.....	1
1.4.1 SUSPENSE ACCOUNTS	1
1.4.1.1 OUTSTANDING SUBSISTENCE ADVANCES.....	1
1.4.1.2 BILLS PAYABLE	2
1.4.2 RECURRING MATTERS.....	2
DISASTER RECOVERY PLAN	2
1.6 OTHER INFORMATION	2
2. SECTION B: COMPLIANCE AUDIT AND AUDIT OF PERFORMANCE INFORMATION.....	3
2.1 COMPLIANCE TO LAWS AND REGULATIONS	3
2.2 DESCRIPTION OF THE SUBJECT MATTER INFORMATION AND AUDIT SCOPE	3
2.3 AUDIT OBJECTIVE.....	3
2.4 AUDIT CRITERIA.....	3
2.5 SUMMARY OF METHODS APPLIED	3
2.6 UNQUALIFIED AUDIT OPINION ON THE SUBJECT MATTER.....	4
3. AUDIT OF PERFORMANCE INFORMATION	4
3.1 INTRODUCTION.....	4
3.2 OBJECTIVE OF THE AUDIT ON KEY PERFORMANCE INDICATORS (KPIs)	4
3.3 AUDIT CRITERIA.....	4
3.4 AUDIT SCOPE.....	5
3.5 AUDIT FINDINGS.....	5
3.6 CONCLUSION ON THE SUBJECT MATTER.....	7
4. RESPONSIBILITIES OF MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE FOR THE FINANCIAL STATEMENTS	9
5. AUDITOR'S RESPONSIBILITY FOR THE AUDIT OF THE FINANCIAL STATEMENTS	9
6. GENERAL INFORMATION	10
7. ACKNOWLEDGEMENT.....	11
1. AUDITED FINANCIAL STATEMENTS.....	12
1.1 APPROPRIATION ACCOUNT.....	12
1.2 STANDARD SUBDIVISIONS	13
ANNEXURE A (CONTINUED).....	14
1.3 DEPARTMENTAL REVENUE	14
2. GENERAL INFORMATION	14
2.1 MINISTERIAL COMMITTEE OF INQUIRY	14
2.2 OUTSTANDING COMMITMENTS	14
2.3 OUTSTANDING SUBSISTENCE ADVANCES.....	14
2.4 BURSARIES AND STUDY ASSISTANCE.....	14
2.5 DEBT TO GOVERNMENT	14
2.6 POINTS KEEPING STOCK AND ANNUAL STOCKTAKING.....	14
ANNEXURE A (CONTINUED).....	15
2.7 STORES AND DEPOTS	15

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
For the Financial Year Ended 31 March 2023

2.8	INTERNAL INSPECTIONS.....	15
2.9	VEHICLES ON HAND (OWN FLEET)	15
2.10	ACCIDENTS - COST OF DAMAGES.....	15
2.11	LOSSES THROUGH IRREGULARITIES - PERSONS EMPLOYED BY GOVERNMENT.....	15
2.12	WELLNESS.....	15
2.13	IMMOVABLE ASSETS	15
	ANNEXURE A (CONTINUED).....	1
2.14	SUSPENSE ACCOUNTS	1

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
For the Financial Year Ended 31 March 2023

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 demonstrate 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).

ELECTORAL COMMISSION OF NAMIBIA
 Audited Financial Statement Report
 For the Financial Year Ended 31 March 2023

Types of Audit Opinions:	<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>
Reasonable Assurance:	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.
Limited Assurance:	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.
Direct reporting engagement:	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.
Attestation engagement:	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.
Subject matter:	Refers to the information, condition or activity that is measured or evaluated against certain criteria.
Materiality:	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.
OMAs:	Office/Ministries/Agencies

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
For the Financial Year Ended 31 March 2023

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 2023 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 2023 are prepared, in all material respects, in accordance with Section 12 and 13 of the State Finance Act, 1991 (Act 31 of 1991) and relevant legislation.

1.2 BASIS FOR UNQUALIFIED 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 judgment, were of most significance in my audit of the financial statements 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 matter that relate to my responsibility in the audit of the financial statements as disclosed by the Electoral Commission of Namibia. My opinion is not modified in respect of these matters:

1.4.1 Suspense accounts

Treasury Instruction F D0702 states that "*The Accounting Officer should keep auxiliary registers (superfluous) to enable the Ministry to reconcile the suspense accounts placed under their control with the respective ledger accounts*". The Commission had unexplained outstanding balances on the following suspense accounts as at 31 March 2023 whereas these suspense accounts should have zero balances at year end:

1.4.1.1 Outstanding subsistence advances

The audit found that the DSA debit balance list reflects outstanding subsistence advances amounting to N\$ 15 489.46 at 31 March 2023. Whereas the S&T advance suspense account reflects a credit closing balance of N\$ 65 489.31 as at 31 March 2023 which gives an unexplainable difference of N\$ 49 999.85.

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
 For the Financial Year Ended 31 March 2023

It is recommended that the Accounting Officer should ensure that regular reconciliation is conducted to explain differences in these balances.

Management comment

The Accounting Officer indicated that the balance is accumulated from previous years which is beyond the control of the Commission. The Commission noted that the Ministry of Finance is working on modalities to clear the balances.

1.4.1.2 Bills payable

The audit found that the bills payable suspense account has a debit balance of N\$ 5 325 728.30.

It is recommended that the Accounting Officer should ensure that the debit balance of the bills payable suspense account is reconciled.

Management comment

The Commission indicated that the balance of N\$ 5 325 728.30 is part of an amount of N\$ 6 082 387.00 erroneously posted in March 2015 via a journal by Ministry of Finance to this account, which is beyond the control of the Commission. The Commission made efforts to reverse the journal, but it was not possible. A letter was written to the Ministry of Finance on 11 April 2023, but no response was received.

1.5 RECURRING MATTERS

The following issue was reported in the 2021/2022 audit report, however, this matter was found not to be addressed by the Accounting Officer during the financial year under review:

Disaster Recovery Plan

During the audit of the 2022/2023 financial year, it was found that the Commission still had the Disaster Recovery Plan in draft format.

In his response to the management letter dated 21 December 2023, the Accounting Officer indicated that “The Commission has an approved ICT policy in place. A Draft Disaster Recovery Plan is also in place and at the final stage of being considered by the designated Committee and subsequent approval of the Commission. As part of the Commission resolution, the ECN has established an Offsite-Disaster Recovery Server hosted outside the ECN premises. These three tools (i.e. ICT Policy, Draft Disaster Recovery Plan and the Offsite-Disaster Recovery Server) are complementing each other as far as the disaster recovery management is concerned”.

The disaster recovery plan would guide the Commission with routes to recover important information in case of disruptive events occur. This process is extremely important because it provides detailed strategies on how the Commission will continue after severe interruptions and disasters. The disaster recovery plan stipulates how the Commission will prepare for disaster, what responses will be and what steps it will take to ensure that operations can be restored immediately.

It is recommended that the Accounting Officer should ensure that the Disaster Recovery Plan is finalized and implemented in the Commission.

1.6 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,

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
For the Financial Year Ended 31 March 2023

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 2023.

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, 2022 (Act 2 of 2022), Appropriation Amendment Act, 2022 (Act 7 of 2022); State Finance Act, 1991 (Act 31 of 1991), Public Procurement Act, 2015 (Act 15 of 2015); Public Procurement Amendment Act, 2022 (Act 3 of 2022); Treasury Instructions and Public Procurement Regulations during the financial year ended 31 March 2023.

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, 2022 (Act 2 of 2022);
- Appropriation Amendment Act, 2022 (Act 7 of 2022);
- State Finance Act, 1991 (Act 31 of 1991);
- Procurement Act, 2015 (Act 15 of 2015);
- Public Procurement Amendment Act, 2022 (Act 3 of 2022);
- 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 2023 submitted by the Accounting Officer in order to determine whether this information complied with laws and regulations that governs them.

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
 For the Financial Year Ended 31 March 2023

2.6 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, 2022 (Act 2 of 2022); Appropriation Amendment Act, 2022 (Act 7 of 2022), State Finance Act, 1991 (Act 31 of 1991), Public Procurement Act, 2015 (Act 15 of 2015); Public Procurement Amendment Act, 2022 (Act 3 of 2022); Treasury Instructions and Public Procurement Regulations.

3. AUDIT OF PERFORMANCE INFORMATION

3.1 Introduction

A Performance Management System (PMS) is defined as a systematic process for achievement and improvement in obtaining results from an organisation 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 (NDPs) and provide improvements in service delivery to the general public.

The objective of the Key Performance Indicators (KPIs) 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, programmes, and projects.

3.2 Objective of the audit on Key Performance Indicators (KPIs)

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

3.3 Audit criteria

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

Main criteria	Sub-criteria	Explanation of the audit criteria
Namibian Public Service Performance Management Framework 2015-Compliance with legislative requirements.	Existence	Objectives, indicators and targets must be predetermined and performance information must be reported against them.
	Timeliness	<ul style="list-style-type: none"> Performance information should be reported in a timely manner as per the annual performance management process timetable. Service performance information should be reported to users before it loses its capacity to be useful for accountability and decision making purposes.
	Presentation	<ul style="list-style-type: none"> Performance information in the annual performance reports are presented and disclosed in accordance with the requirements contained in the Public Service Management Circular No. 9 of 2015. Material differences between actual and planned performance must be explained

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
For the Financial Year Ended 31 March 2023

and supported by corroborating source documentation.		
Usefulness	Measurability	<ul style="list-style-type: none"> A performance measure or indicator is well defined when it has a clear definition so that data will be collected consistently and is easy to understand and use. A performance measure/indicator is verifiable when it is possible to validate or verify the processes and systems that produce the indicator. Targets should be specific, measurable and time bound.
	Relevance	<ul style="list-style-type: none"> The indicators and target relates logically and directly to an aspect of the entity's mandate and the realisation of its strategic goals and objectives. Performance information should assist decision-making by intended users.
	Consistency	<ul style="list-style-type: none"> The objectives, programmes/projects, indicators and targets must be consistent between planning and reporting documents. Changes to strategic or development objectives, programme/projects, indicators and targets are approved.
Reliability	Validity	<ul style="list-style-type: none"> The actual indicators reported have occurred and pertains to the reporting entity.
	Accuracy	<ul style="list-style-type: none"> Amounts, numbers and other data relating to actual performance reported have been recorded and reported accurately.
	Completeness	<ul style="list-style-type: none"> All actual performances that should have been recorded have been included in the annual performance reports.

3.4 Audit scope

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 2022-2027 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.

3.5 Audit findings

The following two (2) key performance indicators were selected from the Strategic plan 2022-2027 for audit purposes:

Project	Strategic Objective	Key Performance Indicators
Voter education	Effectively manage the perceptions that emanate from the outreach programmes of the Commission.	# of voter education officers trained.
Systems review and update	Place Namibia's electoral democracy on the cutting edge of secure digital innovation.	% of Election results management system review.

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
For the Financial Year Ended 31 March 2023

PROJECT: VOTER EDUCATION

INDICATOR/FINDINGS	COMMENT
# of Voter Education Officers trained <ul style="list-style-type: none"> The quarterly target of Quarter 1 in the Annual plan was 0 and actual was recorded as 88. The variance was therefore 88. <p>Management comments: "The ECN took note of the variance observed with appreciation. This came as a result of the need realised to reprioritise and train all voter education officers in Q1 to ensure that the staff members are capacitated to implement the Performance Management System which was introduced. This re-arrangement was necessary and assisted the institution to ensure imparting knowledge and skills to all staff members thereby enabling cascading the execution of the Annual Management Plans, completion and signing of Performance Agreements at regional level instead of extending this activity over two quarters, i.e. Quarter 1 and Q2".</p> The quarterly target of Quarter 2 in the Annual plan was fifteen (15), and the actual was recorded as eighty-eight (88). The variance was therefore seventy-three (73). The explanation for the variance was provided as follows; a set target met during Q1 as part of re-organization and coordination of activities with a view to economize on the costs resulting in additional 73 staff members trained than initially planned. The quarterly target of Quarter 3 in the Annual plan was eighty (80), and the actual was recorded as eighty (80). 	<ul style="list-style-type: none"> Satisfactory The Commission over achieved the target, hence the audit found this satisfactory. The Commission achieved the target, hence the audit found this satisfactory.

PROJECT: SYSTEMS REVIEW AND UPDATES

INDICATOR/FINDINGS	COMMENT/RECOMMENDATION
% of Election results management system review <ul style="list-style-type: none"> The quarterly target of Quarter 1 in the Annual plan was thirty, (30) and the actual was recorded as zero (0). The variance was therefore thirty (30). It was explained that the priority was given to Biometric Votes Registration System (BVRS), hence this was moved to quarter 3. <p>Management comments: "The target of 30% could not be achieved in Q1 because when the project of enhancement of the current Biometric Voter Registration System to Integrated Biometric</p> 	<ul style="list-style-type: none"> The Accounting Officer should implement measures to ensure that the set targets are achieved, as per the annual plan.

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
For the Financial Year Ended 31 March 2023

Voter Registration System commenced, it was realised that the process of designing and developing the main version of Software Application which is the base of all other modules of the system that includes Voter Verification, Registration of Political Parties & Organisations, Nomination of Candidates and Election Results Management Module, would technically take longer, hence a need to re-prioritise this activity to be executed during Q3”.

- The quarterly target of Quarter 2 in the Annual plan was fifty, (50) and the actual was recorded as fifty (50).
- The quarterly target of Quarter 3 in the Annual plan was sixty (60) and the actual was not recorded. Furthermore, the variance was not as well recorded.
- The quarterly target of Quarter 4 in the Annual plan was seventy (70) and the actual was not recorded. The variance was as well not recorded.
- The Commission achieved the target, hence the audit found this satisfactory.
- The Accounting Officer should provide the actual outcome records, as well as provide explanations for the variances if any.
- The Accounting Officer should provide the actual outcome records, as well as provide explanations for the variances if any.

Management comments: “The target of 60% and 70% during Q3 and Q4 respectively could not be recorded as a result of the contract of the IT Manager which came to an end and was not renewed. It was during this period that the institution was in search of the IT Manager and the Chief System Administrator who also resigned. Hence, a need to defer reporting until a new IT Manager is recruited, hence such records would only reflect in the 2023/2024 review report”.

3.6 Conclusion on the subject matter

The audit revealed a satisfactory outcome on the pre-determined objective of “effectively managing the perceptions that emanate from the outreach programmes of the Commission”. The reliability, existence, relevance, consistency, accuracy, and completeness sub-criteria’s were achieved and evidence-based. However, the outcome on the pre-determined objective of Placing Namibia’s electoral democracy on the cutting edge of secure digital innovation”, was unsatisfactory as it is deemed to have compromised the completeness, consistency, reliability and relevance as the set criteria.

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
 For the Financial Year Ended 31 March 2023

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 and 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, 2022 (Act 2 of 2022); Appropriation Amendment Act, 2022 (Act 7 of 2022), State Finance Act, 1991 (Act 31 of 1991), Public Procurement Act, 2015 (Act 15 of 2015); Public Procurement Amendment Act, 2022 (Act 3 of 2022); 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.

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
For the Financial Year Ended 31 March 2023

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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.

ELECTORAL COMMISSION OF NAMIBIA
 Audited Financial Statement Report
 For the Financial Year Ended 31 March 2023

1. AUDITED FINANCIAL STATEMENTS

ANNEXURE A

1.1 Appropriation account

Service	N\$	Authorized expenditure	2022/2023		2021/2022	
			Actual expenditure	Variations		Actual expenditure
				Under-expenditure/(Excess)	Percentage	
01. Administration:						
Original budget	32 469 000					
Additional budget	7 803 080					
Less: Virement	(1 644 572)	38 627 508	38 161 478.02	466 029.98	1.21	40 224 345.37
02. Planning, Registration and Voting:						
Original budget	31 637 000					
Additional budget	2 695 920					
Plus: Virement	1 317 672	35 650 592	35 473 347.64	177 244.36	0.50	11 755 070.60
03. Voter Education:						
Original budget	21 243 000					
Additional budget	1 284 000					
Plus: Virement	326 900	22 853 900	22 578 331.78	275 568.22	1.21	16 931 647.24
Total	97 132 000	96 213 157.44	918 842.56	(0.95)	68 911 063.21	

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
For the Financial Year Ended 31 March 2023

ANNEXURE A**1. AUDITED FINANCIAL STATEMENTS****1.1 Appropriation account**

Service	N\$	Authorized expenditure	Actual expenditure	2022/2023		2021/2022
				N\$	%	
1. Administration:						
Original budget	32 469 000					
Additional budget	7 803 080					
Less: Virement	(1 644 572)	38 627 508	38 161 478.02	466 029.98	1.21	40 224 345.37
2. Planning, Registration and Voting:						
Original budget	31 637 000					
Additional budget	2 695 920					
Plus: Virement	1 317 672	35 650 592	35 473 347.64	177 244.36	0.50	11 755 070.60
3. Voter Education:						
Original budget	21 243 000					
Additional budget	1 284 000					
Plus: Virement	326 900	22 853 900	22 578 331.78	275 568.22	1.21	16 931 647.24
Total	97 132 000	96 213 157.44	918 842.56	(0.95)		68 911 063.21

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
For the Financial Year Ended 31 March 2023

ANNEXURE A (continued)

1.2 Standard subdivisions

Subdivision	2022/2023		2021/2022	
	Authorized expenditure	Actual expenditure	Under-expenditure/(Excess)	Actual expenditure
<u>Operational:</u>				
Current expenditure: Personnel				
001. Remuneration	38 248 396	37 775 962.69	472 433.31	36 144 992.32
002. Employer's contribution to the G.I.P.F.	3 756 804	3 739 370.60	17 433.40	1 805 878.79
003. Other conditions of service	2 476 400	2 469 655.77	6 744.23	2 801 557.33
005. Employers contribution to the Social Security	169 000	157 163.43	11 836.57	159 245.80
Total	44 650 600	44 142 152.49	508 447.51	40 911 674.24
Current expenditure: Goods and other services				
021. Travel and subsistence allowance	2 940 144	2 726 480.04	213 663.96	2 253 542.06
022. Material and supplies	1 516 078	1 505 968.94	10 109.06	1 253 035.52
023. Transport	173 938	173 533.60	404.40	1 116 513.49
024. Utilities	6 261 740	6 244 225.70	17 514.30	7 101 817.69
025. Maintenance expenses	516 947	509 598.69	7 348.31	542 974.31
026. Property rental and related charges	3 254 139	3 209 364.46	44 774.54	3 614 926.04
027. Other services and expenses	14 888 556	14 797 283.10	91 272.90	11 655 118.38
Total	29 551 542	29 166 454.53	385 087.47	27 537 927.49
Subsidies and current transfers				
041. Membership fees and subscriptions: International	434 700	434 624.59	75.41	404 450.03
Total	434 700	434 624.59	75.41	404 450.03
Total : Current expenditure	74 636 842	73 743 231.61	893 610.39	68 834 051.76
Operational Capital expenditure: Acquisition of capital assets				
101. Furniture and office equipment	680 000	678 269.95	1 730.05	57 011.45
103. Operational equipment, machinery and plant	21 815 158	21 791 655.88	23 502.12	-
Total: Operational capital expenditure	22 495 158	22 469 925.83	25 232.17	57 011.45
Grand Total	97 132 000	96 213 157.44	918 842.56	68 911 063.21

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
 For the Financial Year Ended 31 March 2023

ANNEXURE A (continued)

1.3 Departmental revenue

The Accounting Officer reported the following relating to departmental revenue for the 2022/2023 financial year:

Revenue head	Estimate 2022/2023	Actual revenue 2022/2023	More/(Less) than estimated	Actual revenue 2021/2022
	N\$	N\$	N\$	N\$
Unclaimed cheques	-	-	-	50 058.46
Deposits made by political parties	52 500	72 500	20 000	410 500.00
Miscellaneous	2 000	-	(2 000)	106 843.77
Total	54 500	72 500	18 000	567 402.23

2. GENERAL INFORMATION

2.1 Ministerial Committee of Inquiry

The Accounting Officer reported ministerial committee of inquiry amounting to N\$ 1 328 286.54 for the financial year under review.

2.2 Outstanding commitments

The Accounting Officer reported outstanding commitments amounting to N\$ 6 846.33 for the financial year under review.

2.3 Outstanding subsistence advances

The Accounting Officer reported outstanding subsistence advances amounting to N\$ 15 489.46 for the financial year under review.

2.4 Bursaries and study assistance

The Accounting Officer reported an amount of N\$ 57 322.00 paid in respect of study assistance for eight (8) staff members for the financial year under review.

2.5 Debt to Government

The Accounting Officer reported debt to Government amounting to N\$ 9 572.98 for the financial year under review.

2.6 Points keeping stock and annual stocktaking

The Accounting Officer reported stock on hand valued at approximately N\$ 37 680 631.00, and damaged items valued at N\$ 2 032 720.00, for the financial year under review.

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
 For the Financial Year Ended 31 March 2023

ANNEXURE A (continued)

2.7 Stores and depots

The Accounting Officer reported stock on hand valued at N\$ 60 610 659.56 at its stores and depots as at 31 March 2023.

2.8 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	-	-
Stock and equipment	2	2
Total	2	2

2.9 Vehicles on hand (Own Fleet)

The Accounting Officer reported a total number of one hundred and eighteen (118) vehicles on hand as at 31 March 2023 with a total value of N\$ 5 568 117.00.

2.10 Accidents - Cost of damages

The Accounting Officer reported three (3) vehicle accidents and two (2) vehicle repairs for the financial year ended 31 March 2023. The repairs amounted to N\$ 28 021.13.

2.11 Losses through irregularities - Persons employed by Government

The Accounting Officer reported losses and damages through persons employed by Government to the value of N\$ 1 017 000.00, for the financial year under review.

2.12 Wellness

The Accounting Officer reported expenditure amounting to N\$ 136 853.70, in respect of wellness activities for the financial year under review.

2.13 Immovable assets

The Accounting Officer reported twelve (12) immovable assets to the value of N\$ 2 667 139.33, for the financial year under review.

ELECTORAL COMMISSION OF NAMIBIA
Audited Financial Statement Report
For the Financial Year Ended 31 March 2023

ANNEXURE A (continued)

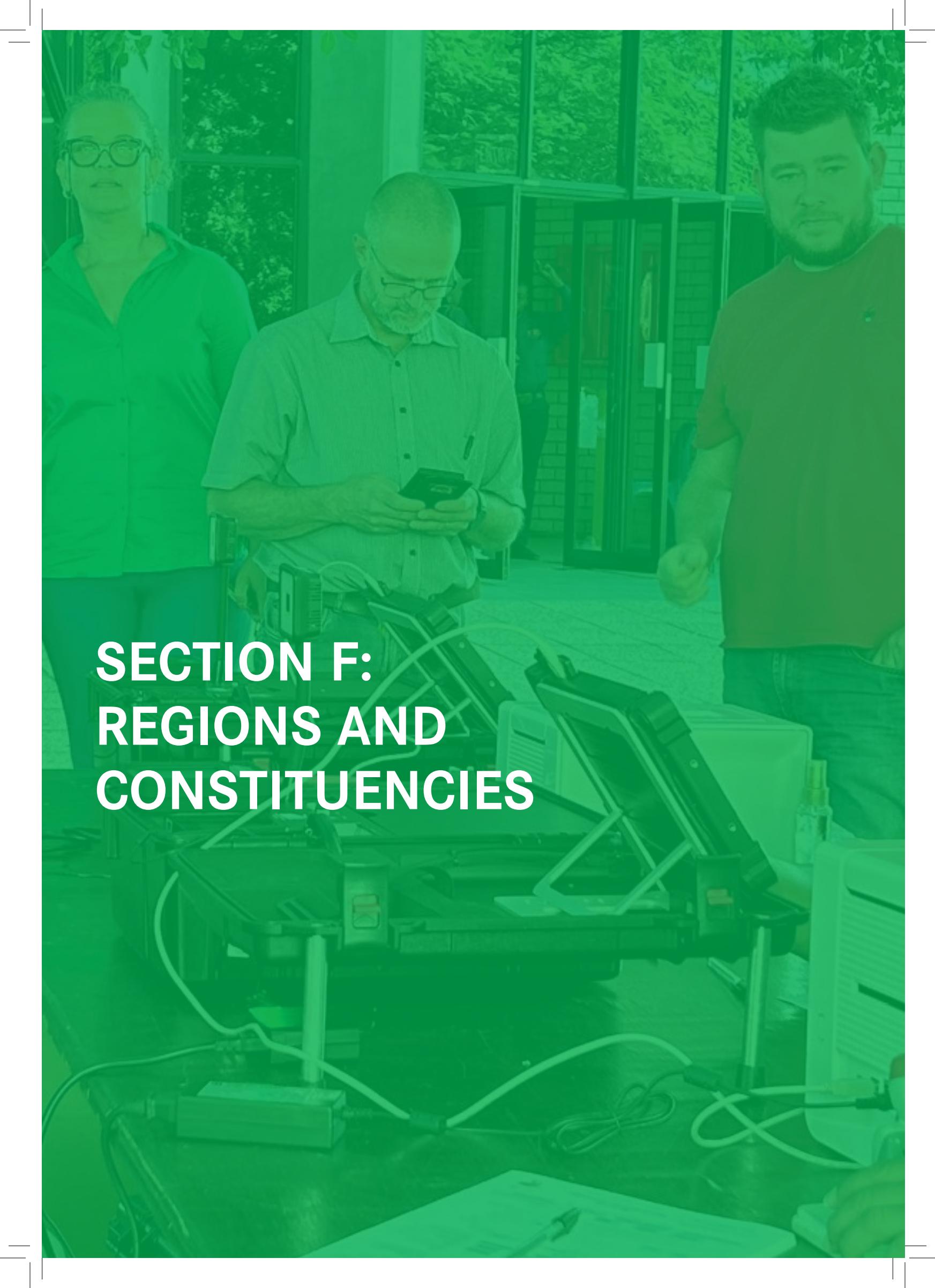
2.14 Suspense accounts

The final ledger of the Commission shows three (3) suspense account balances of which one (1) had a credit balance and two (2) had debit balances as at 31 March 2023 as follows:

Description	Balance as at 31 March 2023	
	Debit/(Credit)	
S&T advance suspense account		N\$ (65 489.31)
Rejection account		1 444.21
Bills payable		5 325 728.30

WINDHOEK, 2023-08-09

**PETRUS SHAAAMA
ACCOUNTING OFFICER**

A photograph of four people in a greenhouse. A man in the foreground, wearing a light green shirt and glasses, is looking down at a small black device in his hands. Behind him, a woman with glasses and a man in a dark shirt are standing, and another man is partially visible on the right. The background shows shelves filled with plants and equipment.

SECTION F: REGIONS AND CONSTITUENCIES

REGIONS AND 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
2	Erongo	Swakopmund	Keetmanshoop	Keetmanshoop
			Keetmanshoop Urban	Keetmanshoop
			Oranjemund	Oranjemund
			Arandis	Arandis
				Henties Bay
			Dâures	-
			Karibib	Karibib
				Usakos
3	Hardap	Mariental	Omaruru	Omaruru
			Swakopmund	Swakopmund
			Walvis Bay Rural	Walvis Bay
			Walvis Bay Urban	Walvis Bay
			Aranos	Aranos
			Daweb	Maltahöhe
			Gibeon	Gibeon
				Maltahöhe
4	Kavango East	Rundu	Rehoboth Rural	Gochas
				Stampriet
			Rehoboth Urban	Mariental
			Rehoboth Rural	Kalkrand
			Rehoboth Urban East	Rehoboth
			Rehoboth Urban West	Rehoboth
5	Kavango West	Nkurenkuru	Mashare	-
			Mukwe	-
			Ndiyona	-
			Ndonga Linena	-
			Rundu Rural	Rundu
			Rundu Urban	Rundu
			Kapako	-
			Mankumpi	-
			Mpungu	-
			Musese	-
			Ncamagoro	-
			Ncuncuni	-
			Nkurenkuru	Nkurenkuru
			Tondoro	-

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	-

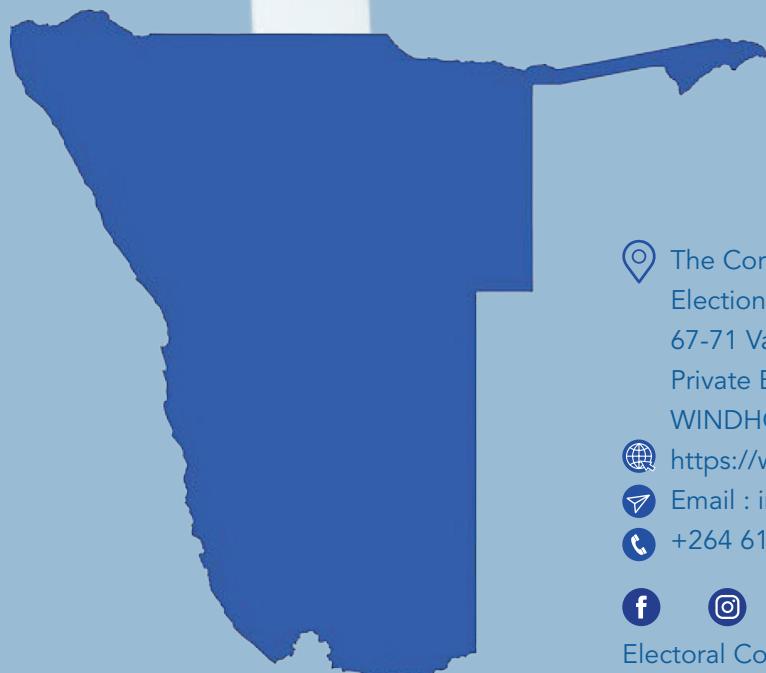
REGION		CAPITAL	CONSTITUENCIES	LOCAL AUTHORITY AREA
11	Oshana	Oshakati	Okaku	-
			Okatana	-
			Okatyali	-
			Ompundja	-
			Ondangwa Rural	Ondangwa
			Ondangwa Urban	Ondangwa
			Ongwediva	Ongwediva
			Oshakati East	Oshakati
			Oshakati West	Oshakati
			Uukwiyu	-
			Uuvudhiya	-
12	Oshikoto	Omuthiyagwiipundi	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	-

ECN REGIONAL OFFICES

REGIONS		PHYSICAL ADDRESS	TELEPHONE
01	KHARAS	Erf 387 C/O 2nd and 22nd Avenue, Tseiblaagte KEETMANSHOOOP	Jejamaije Mujoro Cell: +264 811465781 Tel: +264 63 222924
02	ERONGO	Office No. 1-7 C/O Woermann & Hendrik Witbooi Street Haus Meeressruhe SWAKOPMUND	Aune Ndaleva Cell: +264 811465777 Tel: +264 64 407261
03	HARDAP	Office No. 39/1 Dr Sam Nujoma avenue, Old Regional Council Office MARIENTAL	Willem Uirab Cell: +264 811465772 Tel: +264 63 240742
04	KAVANGO EAST	Shop No 1 Erf 1235, Maria Mwengere Road Agricultural Bank Building RUNDU	Paulus N. Sifire Cell: +264 811465799 Tel: +264 66 256301
05	KAVANGO WEST	Office No. 73 Community Library Building NKURENKURU	Elizabeth B. Visagie Cell: +264 811465780 Tel: +264 66 264 878
06	KHOMAS	ECN Head Office 67-71 Van Rhijn Street, Windhoek North WINDHOEK	Judika Fikunawa Cell: +264 811465803 Tel: +264 61 376 200
07	KUNENE	ECN office Vita Tom Street OPUWO	Mike Nganjone Cell: +264 811465776 Tel: +264 65 273500
08	OHANGWENA	Kaxumba Kandola Street Eenhana Community Centre EENHANA	Henock P Hanga Cell: +264 811465801 Tel: +264 65 263303
09	OMAHEKE	Erf 119 Old Youth Building GOBABIS	Josef Amwandi Cell: +264 811465783 Tel: +264 62 564690
10	OMUSATI	Office No. 3 Ruacana/Outapi Road Champ Style Complex OUTAPI	Elizabeth Shiningayamwe Cell: +264 811465785 Tel: +264 65 251693
11	OSHANA	Office No.16 Main Road, Continental No.1 Building OSHAKATI	Amon Haimbangu Cell: +264 811465778 Tel: +264 65 221042
12	OSHIKOTO	B1 Road UNIT 11 and 12, East Gate Building OMUTHIYA	Ester E.N Hipangelwa Cell: +264 811465782 Tel: +264 65 244011
13	OTJOZONDJUPA	Erf 144 Hage Geingob Street, Roman Catholic Pastoral Centre OTJIWARONGO	Victoria Amutenya Cell: +264 811465779 Tel: +264 67 302954
14	ZAMBEZI	Office No. 26 Ngoma Road, Old Zambezi Regional Council - BOMA KATIMA MULILO	VACANT Tel: +264 66 - 253620

Inquiries

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Electoral Commission of Namibia

