

COUNTING PROCEDURES

1. PREPARING

The Chairperson of the Referendum Centre will clearly announce each stage of the process, so the staff and observers know what the procedures are. The Chairperson must closely supervise all stages of the counting process.

A. Setting the tables for counting

The Chairperson of the Referendum Centre and the staff rearrange the Referendum Centre to make it suitable for counting purposes.



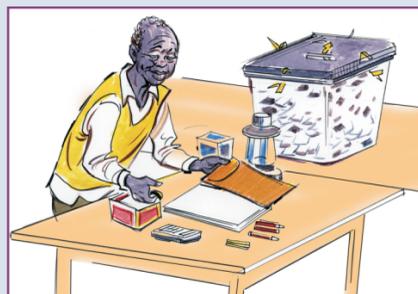
Place the ballot box on a table in the largest area of the referendum Centre

B. Preparing to Count

Essential Material for the counting:

- The sealed ballot box
- The Final Referendum Register
- The envelopes containing the spoilt ballot papers
- The unused ballot papers
- The Referendum Centre Journal (Record of Seals, Daily Account of Ballot Papers)
- The Results Form
- Rubber bands, bulldog clips, sponge, and notebook

Prepare 4 labels: **Unity, Secession, Invalid, Unmarked.**



Bring to the table all documents and materials to be used in the counting process

C. Assigning roles to the staff



The Chairperson assigns tasks and ensures each staff member knows his/her role

2. RECONCILING

A. The results form



The Chairperson fills in the **Header of the Results Form** with information about the Referendum Centre; **Section 1 (a, b, c) and Section 2 (d, e, f, g)** with information about voters and ballot papers (see the reverse side for filling the Results Form).

B. Emptying the ballot box on the table



The content of the ballot box is emptied on the counting table in the presence of the staff and observers.

C. Counting the ballot papers



- The staff unfold the ballots, put them on the table face down in piles of 50 (if the last pile contains less than 50 ballots, write the number on a piece of paper and clip it to the pile).
- Count all the piles.
- The Chairperson completes **Section 2, Row h and Check 1**

3. COUNTING THE VOTES

A. Sorting the ballot papers



Each ballot is shown to those present. The staff sort the ballots according to the options: Unity, Secession, Invalid and Unmarked.

B. Counting the votes

Once the ballots are sorted, the votes are counted (option by option) in batches of 50. The results are recorded in the Results Form in **Section 3 (l, j, k, l)**.

4. ANNOUNCING THE RESULTS

After announcing the results, the Chairperson of the Referendum Centre displays Copy 1 of the Results Form at the Referendum Centre



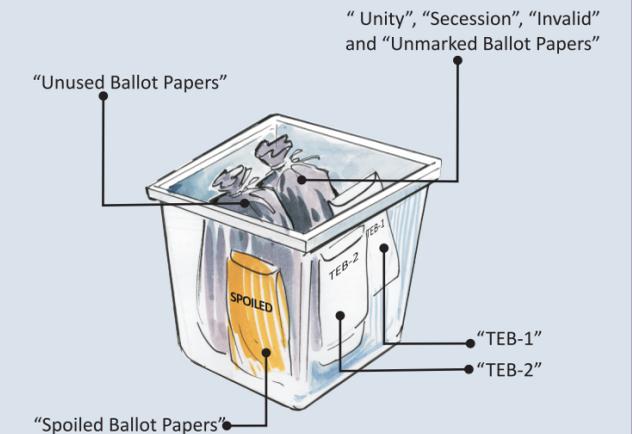
5. PACKING THE MATERIALS

A. Ballots

- All counted ballots are put in a plastic bag
- All unused ballots are put in a another plastic bag
- Spoiled ballots are put in brown envelope
- The two bags and the envelope are put in a ballot box

B. Other sensitive materials

Two Tamper Evident Bags (TEBs 1 and 2) are used to pack sensitive materials and put inside the ballot box together with the ballots.



C. Results forms

Tamper Evident Bags are also used to pack and transport the results. These TEBs are handed over separately.

At the end of the Counting process, the sensitive and non-sensitive materials are packed and handed over to the Sub-Committees.

COUNTING PROCEDURES - RESULTS FORM

The "Results Form" contains the results for the Southern Sudan Referendum in a given Referendum Centre. The Chairperson of the Referendum Centre is responsible for filling in this form.

TOP PART:

This part of the form records general information which identifies the location of the referendum centre, i.e. State, county/locality and Referendum Centre name and code

State Name : _____	المقاطعة/المحلية: _____	County/Locality Name : _____	الولاية: _____
Referendum Centre Name : _____		اسم مركز الاستفتاء : _____	
Referendum Centre Code : <input type="text"/>		رقم مركز الاستفتاء	

SECTION 1: FILL BY COUNTING FROM THE REGISTRATION BOOKS

This part of the form records the information regarding the voters and their turnout.

- Count the **Total number of registered voters** in that centre (from registration book) and record the figure in **row a**.
- Count the **Total number of persons who voted** (by counting the names crossed-out by a line) and record the figure in **row b**.
- Calculate the **Total number of persons who did not vote** (by subtracting the number of persons who voted (b) from the total number of registered voters (a) and record the figure in **row c** ($c = a - b$).

Section 1. Fill by counting from the Registration Books	القسم ١: تتم تعبئته بحساب الأرقام الواردة في دفتر التسجيل
a. Total number of registered voters	أ. العدد الكلي للناخبين المسجلين
b. Total number of persons who voted	ب. العدد الكلي للأشخاص الذين صوتوا
c. Total number of persons who did not vote ($c = a - b$)	ج. العدد الكلي للأشخاص الذين لم يصوتوا ($c = a - b$)

SECTION 2: RECONCILIATION

FILL IT FROM USED AND UNUSED BALLOT BOOKLETS AND SPOILED BALLOTS ENVELOPES

This part of the form records the information regarding the ballot papers.

- Count the **Total number of ballot papers received** (by counting the total number of ballot paper booklets. Each booklet contains 100 ballot papers) and record figure in **row d**.
- Count the **Total number of ballots spoiled** (by counting the ballot papers in the envelopes marked "Spoiled Ballot Papers), and record figure in **row e**.

Section 2. RECONCILIATION (Fill in from used and unused ballot paper booklets and "Spoiled ballot paper envelope")	القسم ٢: المطابقة (تتم تعبئته بناءً على دفاتر بطاقات الاقتراع المستخدمة وغير المستخدمة والظرف الحاوي على بطاقات الاقتراع التالفة)
d. Total number of ballots received	د. العدد الكلي لبطاقات الاقتراع المستلمة
e. Total number of ballots spoiled	هـ. العدد الكلي لبطاقات الاقتراع التالفة
f. Total number of ballots unused	و. العدد الكلي لبطاقات الاقتراع غير المستخدمة
g. Total number of ballots issued to voters ($g = d - e - f$)	ز. العدد الكلي لبطاقات الاقتراع المصروفة للناخبين ($z = d - e - f$)

- Count the **Total number of ballots unused** (by counting the ballots that are still attached to the remaining unused ballot booklets and in the partially used, one by one) and record figure in **row f**.
- Calculate the **Total number of ballots issued to voters** (by subtracting the spoiled ballots (e) and the unused ballots (f) from the total ballots received (d) ($g = d - e - f$) and record figure in **row g**.

After opening the ballot box, before inspecting and sorting the ballots:

- Count the **Total number of ballot papers taken from the box/es**, and record figure in **row h**.

CHECK 1: The following calculation check should be completed: $h - g$ and record the figure in Check 1.

This check is to ensure that the number of ballot papers in the box/es is equal to the total number of ballot papers issued to voters.

Fill in after opening the ballot box, before inspecting and sorting the ballots

تتم تعبئته بعد فتح صندوق الاقتراع وقبل فحص بطاقات الاقتراع وفرزها

h. Total number of ballots taken from ballot box(es)	ح. العدد الكلي لبطاقات الاقتراع المأخوذة من الصندوق (الصناديق)
CHECK 1. h should equal g ($h = g$)	
Record figure of difference if any	اختيار ١: ح يجب أن يساوي ز ($ح = ز$) تسجيل الاختلاف بالأرقام إن وجد

SECTION 3: RESULTS

FILL IN AFTER INSPECTING AND SORTING THE BALLOTS

This part of the form records the results of the votes once all the ballot papers have been sorted and the votes counted. Record the results in the following order:

- Count **Total number of votes for Unity** and record figure in **row i**
- Count **Total number of votes for Secession** and record figure in **row j**
- Count **Total number of Invalid ballots** and record figure **row k**
- Count **Total number of Unmarked ballots** and record figure in **row l**
- Calculate the **Total number of ballots cast** by adding the votes for Unity (i), plus the votes for Secession (j), plus the Invalid (k) and the Unmarked (l), and record the figure in **row m** ($m = i + j + k + l$).

Section 3. RESULTS (Fill in after inspecting and sorting the ballots) (تتم تعبئته بعد فحص بطاقات الاقتراع وفرزها)

i. Total number of votes for "Unity"	ط. العدد الكلي للأصوات لصالح الوحدة
j. Total number of votes for "Secession"	ي. العدد الكلي للأصوات لصالح الانفصال
k. Total number of invalid ballots	ك. العدد الكلي للبطاقات غير الصالحة
l. Total number of unmarked ballots	ل. العدد الكلي لبطاقات الاقتراع غير المؤشرة
m. Total number of ballots cast ($m = i + j + k + l$)	م. العدد الكلي لبطاقات الاقتراع التي أدلى بها ($m = ط + ي + ك + ل$)
CHECK 2. m should equal h ($m = h$)	
اختيار ٢: م يجب أن تساوي ح ($م = ح$)	

CHECK 2: This check is to ensure that all the ballot papers in the box are accounted for. The following calculation check should be completed ($m = h$). If it does not equal, recount.

The Chairperson signs and stamps the Results Form (5 pages: 1 original and 4 copies). Accredited Observers may also sign the Results Form at this time.