



Presidential Election 2022

Supplementary Notes

Polling Station Secretaries' Handbook

Voting by Persons in Mandatory Isolation



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Part 1 - Introduction and overview

1.1 You have been given the task of taking the votes of persons who:

- are interned in a “mandatory prophylactic isolation centre”;
- are interned in a “mandatory therapeutic isolation centre”;
- are on duty at such centres;
- have been transferred from Polling Centres to such centres;
- are complying with mandatory prophylactic isolation; or
- are undertaking mandatory therapeutic isolation in their respective domiciles, or a place legally allowed for that purpose.

1.2 To do that, you will have to move the operations of your Polling Station to one of those isolation centres specified by STAE, in accordance with instructions provided to you by the STAE Municipal Coordinator, which will be based on prior arrangements made by STAE and the public health authorities.

1.3 You will be provided by STAE with a list of voters entitled to vote at the isolation centre, which you will use instead of the main voter list.

- That list provided by STAE will include some voters, such as those in home isolation, who may be transported to the isolation centre by STAE, working in coordination with the public health authorities, to enable them to vote.
- Voters will still have to produce a voter card, or failing that a valid Timorese identity card or Timorese passport, in order to vote.
- If any voters are transferred from a Polling Centre to the isolation centre in order to vote, you will need to add them to the additional list of voters.

1.4 To take votes at the isolation centre, you will proceed as follows.

- You will open your Polling Station at the Polling Centre in the normal way.
- At a time to be determined by the STAE Municipal Coordinator, you will cease processing voters through your Polling Station, close its operations in the manner described at paragraph 3.1 below, and proceed to the specified isolation centre to take votes there.
- You will need to take with you all of the materials which are used for polling at your Polling Station.

- The slot in the lid of ballot box you take with you will need to be sealed before you leave the Polling Station.
- You must not take with you the main voter list you use at the Polling Station, since at the isolation centre you will instead be using the list described at paragraph 1.3.
- All of your Polling Station staff will go with you to the isolation centre.
- Fiscais, observers and monitors are entitled to proceed to the isolation centre with you, but they must use their own transport to do so. As well as wearing gloves and face masks, they will have to comply with any more stringent public health requirements applicable to visitors to the isolation centre, such as the wearing of specified personal protection equipment. It is the responsibility of the fiscais, observers, monitors and media professionals to find out about those requirements from the public health authorities.
- You and all of your staff will have to wear a full protective suit, gloves and acrylic face mask, to be provided by STAE.
 - You will all need to put these on before you enter the isolation centre, and keep them on until you leave. You must ensure that all of your staff comply with this.
 - All voters and persons present during the polling operation must maintain social distancing of at least 1 metre at all times. An exception will apply in the case of blind voters or voters with a disability who require assistance to mark their ballots. Where possible they should wear masks and gloves, and you should be prepared to supply them if necessary. (There may, however, be voters who cannot put on masks or gloves, if, for example, they are already wearing oxygen masks, or have intravenous drips in a vein in the wrist.)
- In general, the voters will come to the place within the isolation centre where your operation has been set up. If there are patients who are bedridden, you will need to take the ballot box from bed to bed, along with the equipment and materials required for taking their votes. When the voter is marking his or her ballot, you must ensure that everyone stands far enough away to ensure that nobody can see for whom the vote has been cast.
- Voters must surrender any cameras or smartphones to the Queue Controller, but you or your staff must not touch them. (Bedridden voters need not surrender such devices, but you must ensure that they are not used to photograph the voter's marked ballot.)
- Once all of the people entitled to vote at the isolation centre have done so, you must announce the close of the operation, seal the slot on the ballot box, and return to the Polling Centre with all of your staff, equipment and materials, and proceed with

the ballot paper reconciliation. Note that you will not recommence polling at the Polling Centre on your return there.

1.5 Except as specified in these Supplementary Notes, you must as far as possible conduct the polling in the same way as you would in your Polling Station at the Polling Centre, following the procedures set out in the *Polling Station Secretaries' Handbook* and any other directions issued by STAE, of which you need to be fully aware. In particular, you must ensure that all voters are able to cast a secret ballot, that the transparency of the process is maintained to the greatest extent possible, and that all of your staff play their assigned roles correctly.

1.6 Provision for this process is made in Government Decree No. 12/2022 Of 14 January 2022 (*On the Exercise of the Right to Vote at the Election of the President of the Republic of Voters Interned in a Mandatory Prophylactic or Therapeutic Isolation Center, or in Compliance with Mandatory Prophylactic or Therapeutic Isolation*).

Part 2 - Preparation prior to election day

2.1 To ensure that this process can proceed smoothly, it is important that the staff of the isolation centre have a clear understanding of what will be happening there on election day.

- First, you and the Polling Centre President must liaise with each other to ensure that you have the name and phone number of a staffer of the isolation centre designated by its head to be your contact point. You should also have a backup contact point identified, and be aware of his or her phone number as well.
- You should brief the contacts about the nature of the operation you will be mounting, and of the amount and type of space you will require, so that they know what to expect; and, in particular, you should make them aware of the possible presence of fiscais, observers, monitors and media professionals.
- You should also brief the staff of the Polling Station, as early as possible, about the tasks they will need to perform, especially the shifting of the operation from the Polling Centre to the isolation centre, and back.
- You will need to check with the Polling Centre President to find out what arrangements for vehicles and transport have been made by the STAE Municipal Coordinator.

Part 3 - Moving to and from the isolation centre

3.1 You need to take the following steps when shifting your Polling Station's operations.

- At the earliest opportunity on election day, ideally as part of your initial briefing of staff, fiscais, observers and monitors, ensure that they are aware that the Polling Station's operations will be moving to an isolation centre, and that they know when that will be happening and what it will involve.
- When the time for the move is approaching, liaise with the Polling Centre President to ensure that incoming voters are directed to another Polling Station at the Polling Centre, and instruct your Polling Station's Queue Controller that no more voters are to be allowed to join the queue for your Polling Station.
- Once all the voters in the queue have been processed, seal the slot in the lid of the ballot box in the presence of the fiscais, observers and monitors, and record the seal number in the Polling Station Akta.
- Before leaving the Polling Centre, you must check that you have identified all the equipment and materials you will need at the isolation centre, including the list of those who may vote there, and a supply of ballot box seals.
- You must seal in an empty ballot box the sensitive materials you are taking with you, including unused ballot papers, the list of isolation centre voters, and envelopes for the storage of cancelled or abandoned ballot papers. You must do this in the presence of the fiscais, observers and monitors, and you must record the relevant seal numbers in the Polling Station Akta.
- You must hand over the main voter list you use at the Polling Station to the Polling Centre President (to be kept safe by him or her while you are away at the isolation centre), and record in the Polling Station Akta that you have done so.
- Pack all the materials into the vehicles arranged for transport, ensuring in particular that the ballot box is positioned where it cannot fall from the vehicle, or be damaged by the movement of other objects being transported. You need to take particular care to ensure that the seals are not in a position where they might be broken or damaged. Ideally, keep the ballot box in the cabin of a vehicle, rather than on the back of a truck.
- Immediately before leaving the Polling Centre, phone your contact at the isolation centre to advise that you will soon be arriving.
- When you set up operations at the isolation centre, note the condition of the ballot box and seals in the Polling Station Akta. If you have a camera or smartphone, photograph the seals of the ballot box as evidence that they were intact at all times. Invite the fiscais, observers and monitors to inspect the seals, and note their condition and their serial numbers.
- Follow the same process when opening the sealed ballot box containing sensitive materials.

- When you have concluded polling at the isolation centre, again seal the slot in the lid of the ballot box in the presence of the fiscals, observers and monitors, and record the seal number in the Polling Station Akta. You should then sanitise the outside of the ballot box, taking care to ensure that no liquid can get inside the box where it could possibly damage ballot papers.
- Place the sensitive materials you are taking back to the Polling Centre in a ballot box, and seal it in the same way.
- When packing the materials and equipment into vehicles for transport back to the Polling Centre, observe the same precautions that you took earlier to ensure that the ballot box and seals cannot be damaged.
- On leaving the isolation centre, you and your staff must remove your full protective suits, gloves and acrylic face mask, and hand them over to the isolation centre staff to be disposed of. You should put on fresh face masks for the return journey.
- On arriving back at the Polling Centre, again note the condition of the ballot box and seals in the Polling Station Akta. If you have a camera or smartphone, photograph the seals of the ballot box as evidence that they were intact at all times. Invite the fiscals, observers and monitors to inspect the seals, and note their condition and their serial numbers. Follow the same procedures for the ballot box containing sensitive materials.