



European Commission United Nations Development Programme International IDEA

Operational Planning & Budgeting for Biometric Voter Registration

***EC-UNDP Joint Task Force:
Anne-Sofie Holm, Electoral Operations & Procurement Advisor
& Dunia Ramazani, ICT Election Specialist***

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Objective...

- to align the operational cycles with the electoral cycle***
- to unfold the complexity of operational planning & interrelated budgeting for Biometric Voter Registration, and its impact on procurement activities***
- to emphasize some key challenges & lessons learned in operational planning & budgeting***

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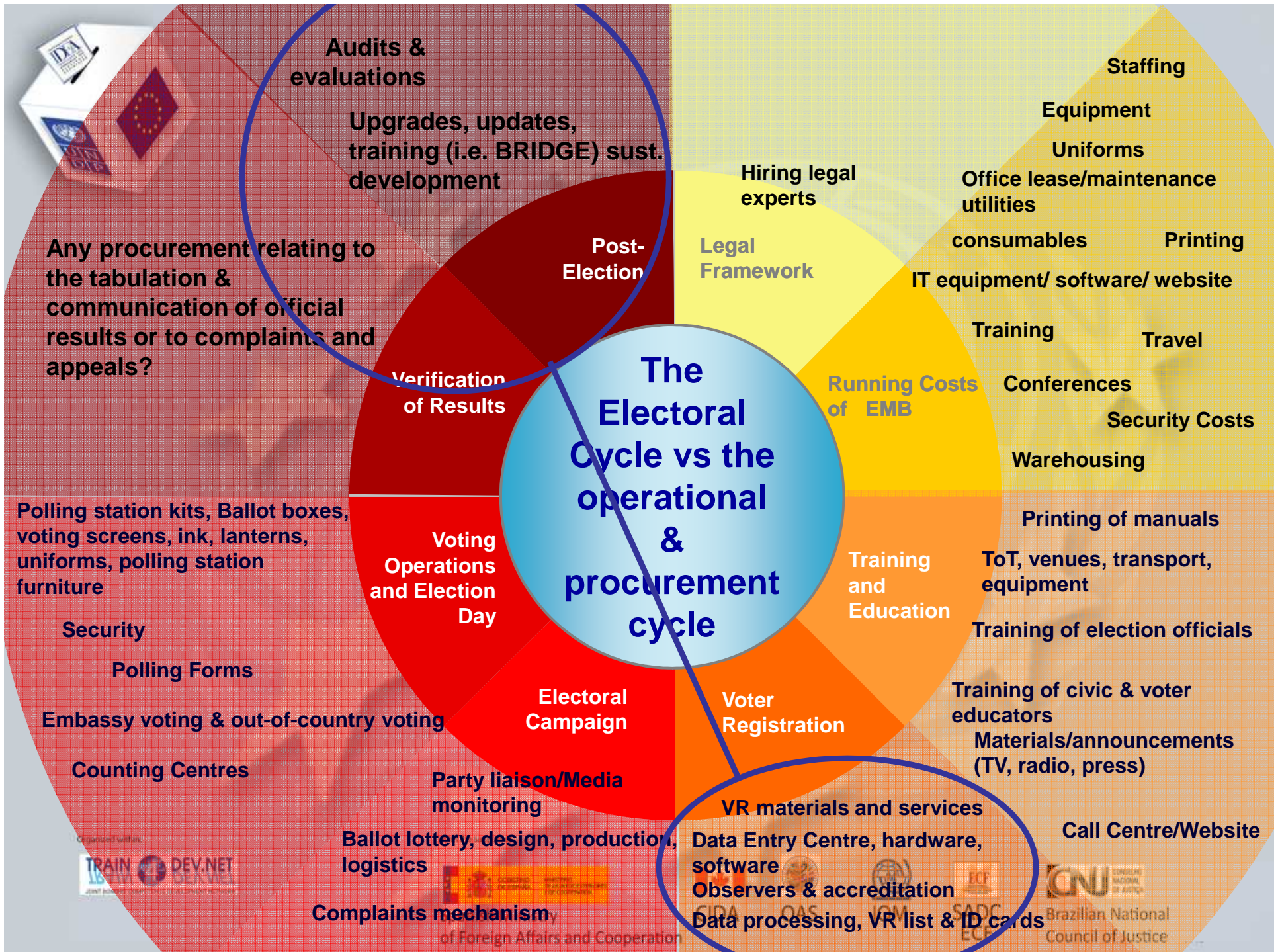
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Let's start with E-Day...

What do we need to have in place?

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BHUTAN 2008



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AFGHANISTAN 2005



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Palestine 2006 / Syria 2005



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JOINT ECONOMIC COMPETENCE DEVELOPMENT NETWORK



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Operational Planning starts with policy and the Legal Framework...

- ☐ Policy decisions
- ☐ Approved Legal Framework
- ☐ Division of roles and responsibilities
- ☐ Interaction with development partners/int community

- ☐ Whether to have VR at all, quality of original data, exploration of sustainable solutions (possible synergies)
- ☐ Ad hoc VR to permanent system
- ☐ Procurement of technological systems, e.g. digital registration kits, data processing centers (central/regional level)
- ☐ Decision on Eligibility
- ☐ Methodology: staggered registration?
- ☐ Absentee voting & IDPs, Where to allow registration

- ☐ Create operational plan
- ☐ Create operational timeline
- ☐ Create budget
- ☐ Create procedures

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What's needed in a biometric voter registration process?

1. **Trained registration staff (cascade training 2)**
2. **The Digital Mobile Registration Kit, per**
 1. Embedded computer with monitor
 2. Digital Camera (webcam)
 3. Biometric extension with Finger print scanner and Signature pad
 4. Colour printer
 5. Registration software, pre-loaded
 6. Kit case incl. all components of the kit, and consumables (printer cartridges)
 7. Power source, generators/Solar Power kit
 8. Technical and operational manuals and guidelines involving hardware and software
 9. On-going technical support
3. **In country or out of country duplicate analysis (AFIS?)**
4. **Production of Preliminary Voter Lists – Display**
5. **Production of voter cards**
6. **Voter education material & campaign**
7. **Observers & Candidate agents**

Specifications – can take months to draft and then agree on

How do we get here...?

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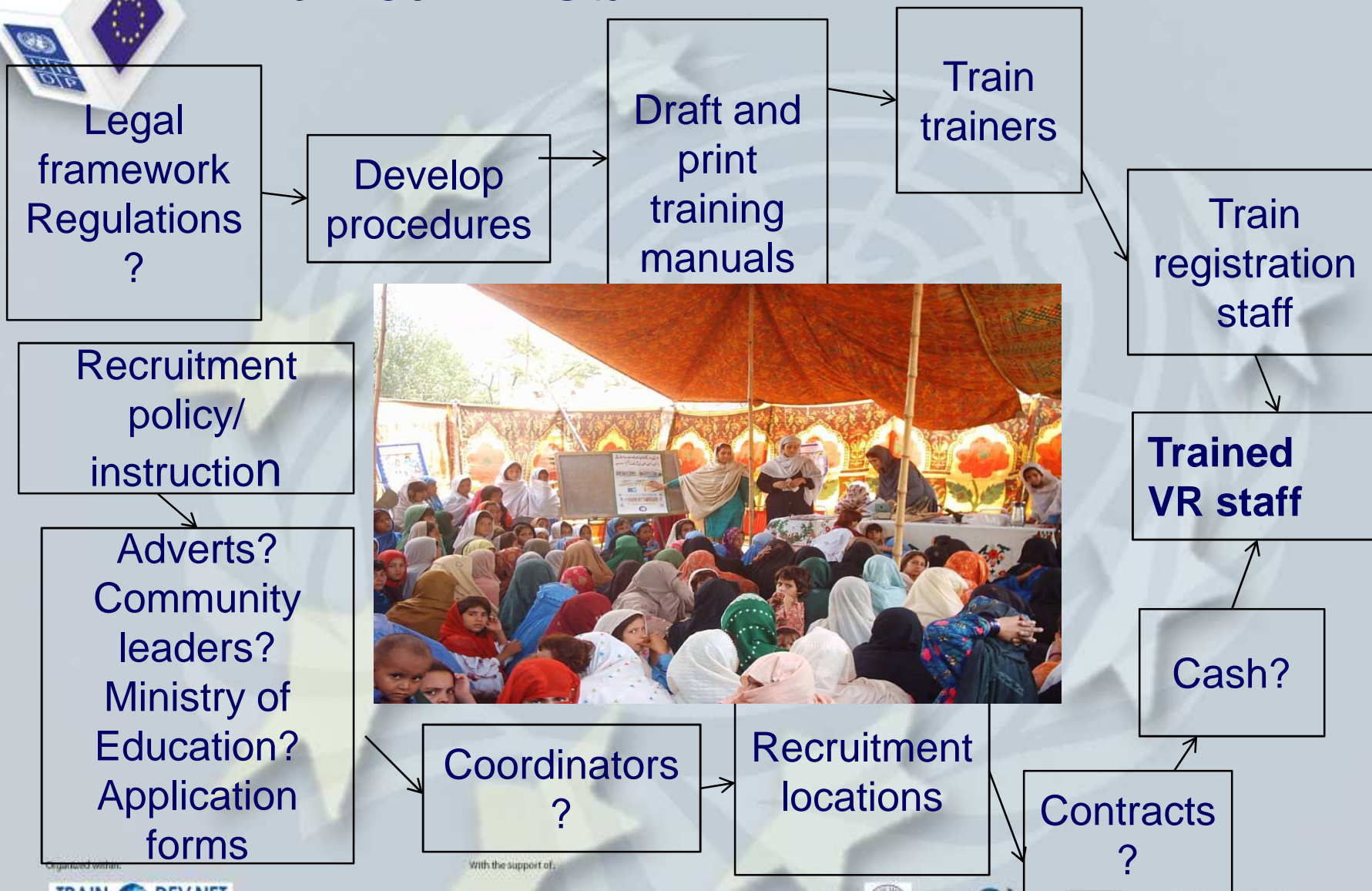
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Trained VR staff



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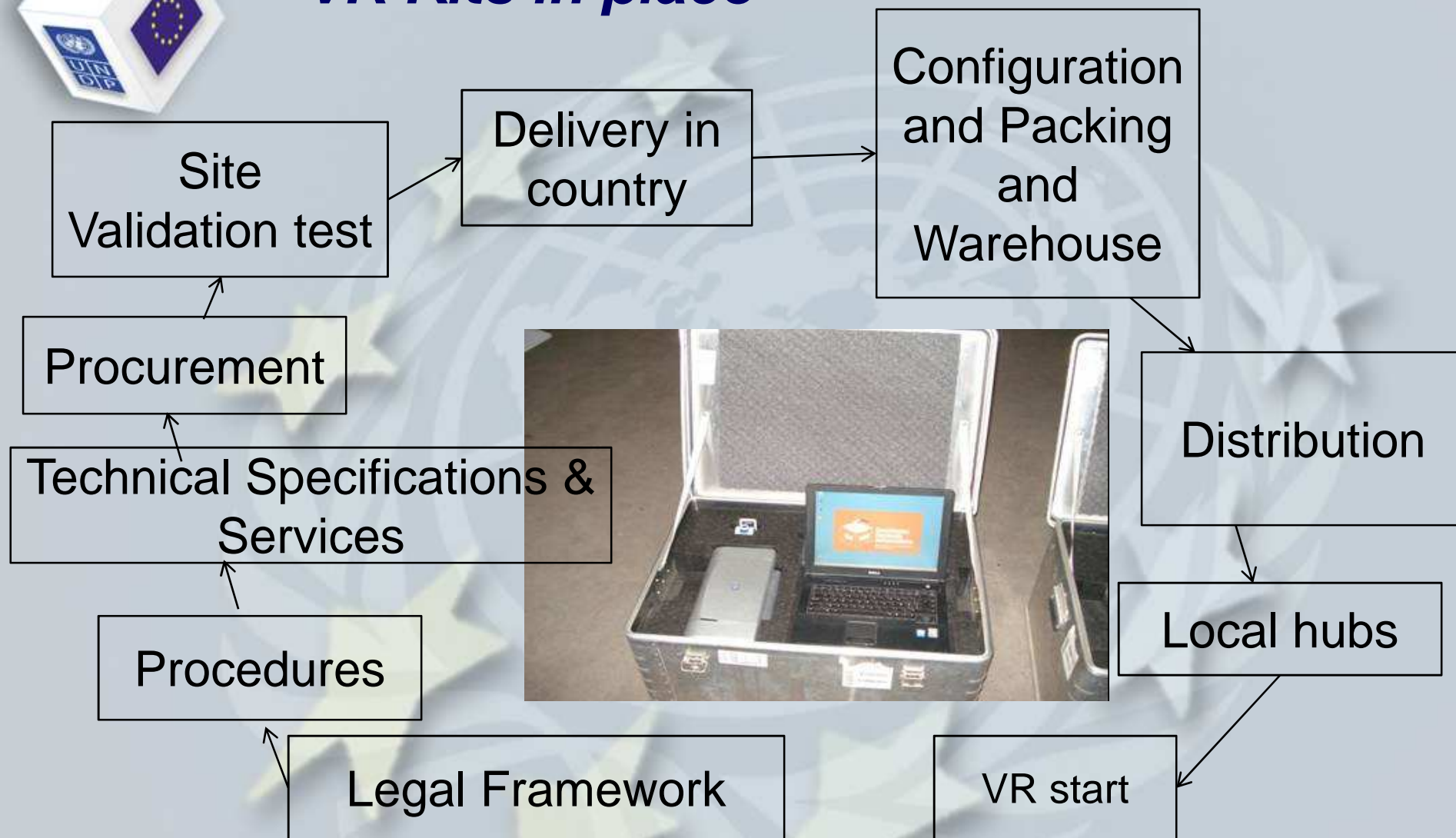
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VR Kits in place



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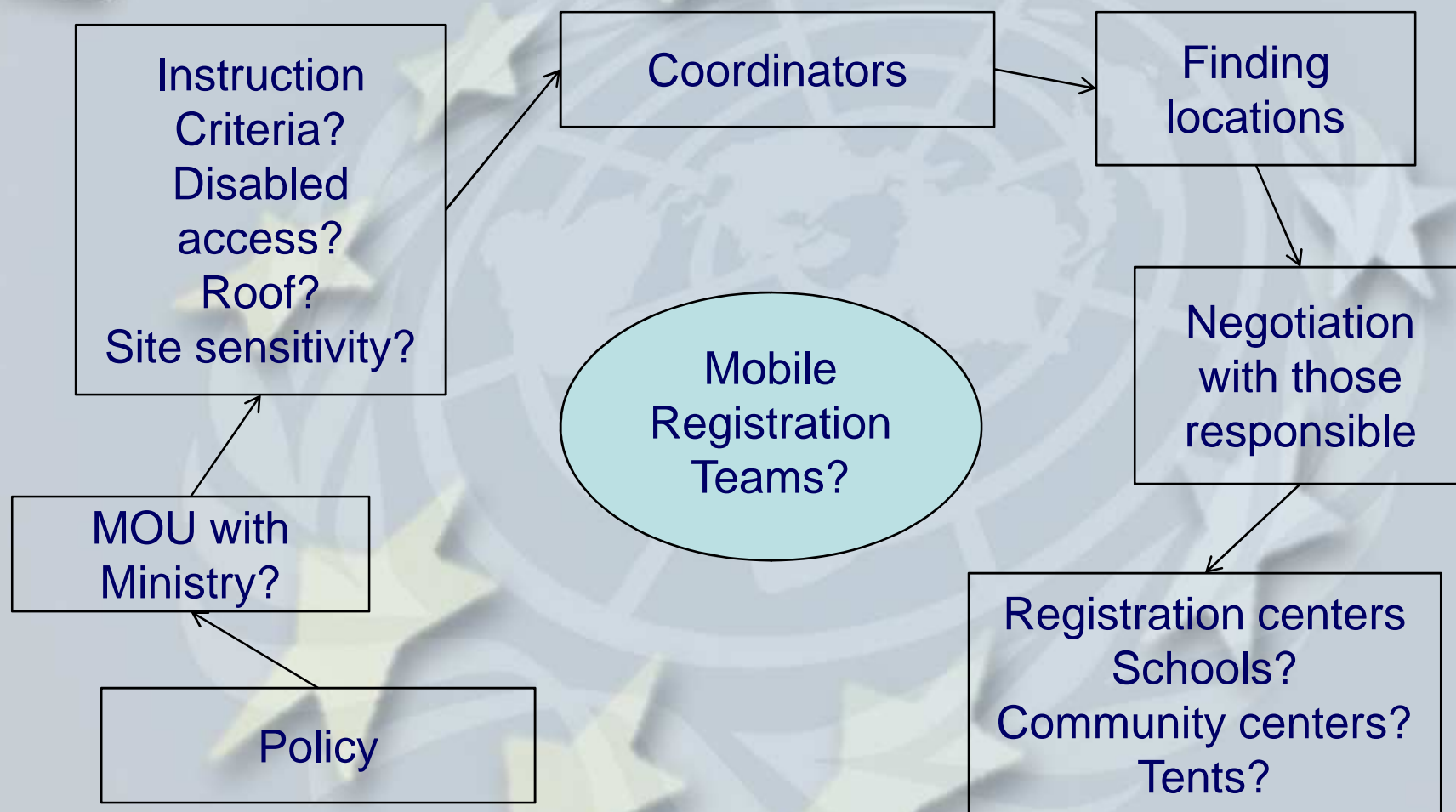
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Registration Centers



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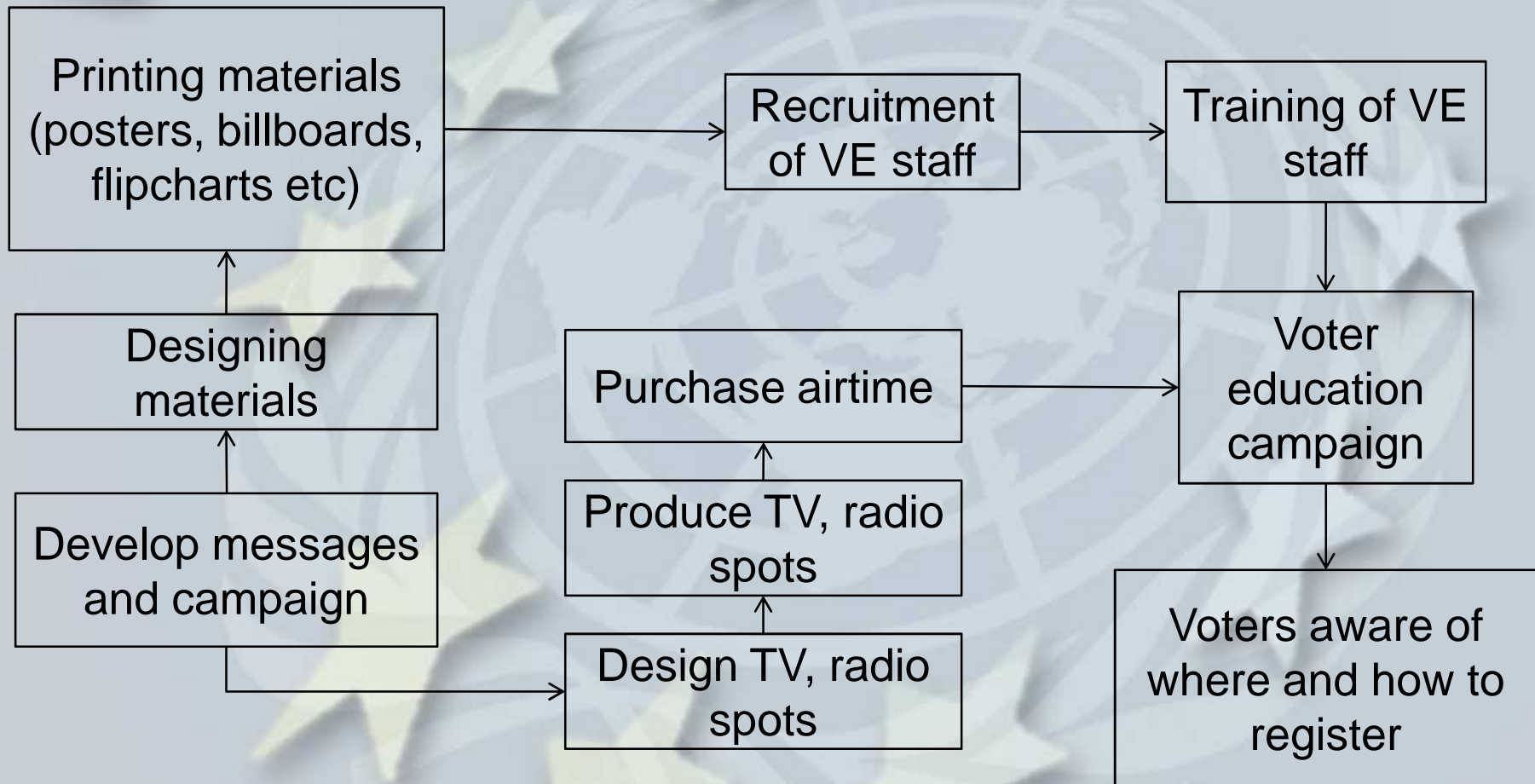
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Voters aware of where and how to register



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Trained registration staff

1. Legal framework – regulations...?
2. Develop procedures – 3 weeks
3. Draft and print training manuals – 3 weeks
4. Train trainers (travel?) – 2 weeks
5. Train registration staff (travel?) – 2 weeks
6. Registration start & deployment...

Total: minimum 10 weeks

**Polling staff must
be recruited!**

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INDICATIVE timeline for Procurement of Kits – 5 ½ months

Tasks	Working Days		
Spécifications techniques/termes de reference finalised and validated by all partners			01/12/2009
Spécifications techniques & services approved for the procurement process (with PSO), alongside with launch of Expression of Interest/pre-qualification	10 jours	01/12/2009	11/12/2009
Tendering period	30 jours	14/12/2009	22/01/2010
Analysis and Technical Evaluation	6 jours	25/01/2010	01/02/2010
Analysis and Financial Evaluation	2 jours	01/02/2010	02/02/2010
Notification to suppliers, travelling	6 jours	03/02/2010	10/02/2010
Validation testing	6 jours	11/02/2010	18/02/2010
CAP/ACP committees	8 jours	19/02/2010	02/03/2010
Negotiations and signing of contract	5 jours	03/03/2010	09/03/2010
Indicative production of first batch , and development of simple software package, delivery of 120 kits for training	28 jours	10/03/2010	16/04/2010
Estimated prodction and delivery of 3000 kits	49 jours	10/03/2010	17/05/2010



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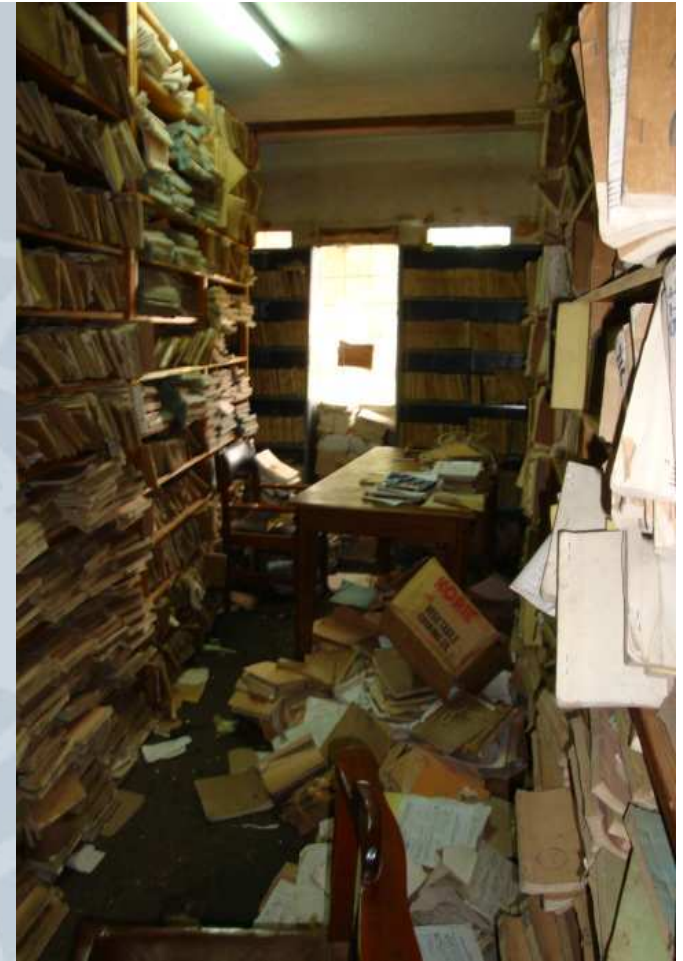
Budget formulation: Two main approaches

Baseline budgeting

A budget proposal according to financial figures extracted from previous budgetary operations

Zero base budgeting

A budget proposal without reference to any previous exercises



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Identifying needs and costs related to VR..

- ☐ Policy decisions
- ☐ Ad hoc VR to permanent system
- ☐ Methodology
- ☐ Choice of technology
- ☐ Time
- ☐ Human Resources
- ☐ Operational plan
- ☐ Operational timeline
- ☐ Budget
- ☐ Funding
- ☐ Procurement

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Identifying all other VR related costs

- ☐ VR training –Training of Trainers - rent, material, transportation etc.
- ☐ Voter Education training, office space, equipment, communications and transport costs
- ☐ VR lists – receive data, process data, run duplication tests, allocate registration centers, printing of VR lists
- ☐ Display period – printing of new Voter Lists, distr. Display, receipt of complaints and corrections, data entry of modifications, staffing
- ☐ Accreditation. Send invitations and announcements, rent conference rooms, design, produce and distribute material, salary accreditation staff
- ☐ Rent buildings, upgrade buildings, furnish and equipment, salaries, consumables
- ☐ Warehousing & storage
- ☐ Building security, sec. staff, sec. equipment, security training
- ☐ Admin & Finance – office space, insurance, postage, comms. , extra salaries, extra travel

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Comparative Data

Cost of Registration & Elections

Stable Democracies: 1-3 \$

Chile	1,2 \$
Costa Rica	1,8 \$
Brazil	2.3 \$
Botswana	2,7 \$
India	1,0 \$

Transitional Democracies: 3-8\$

Mexico	5,9 \$
El Salvador	4.1 \$
Paraguay	3,7 \$
Lesotho	6,9 \$
Uganda	3,7 \$

Post Conflict Elections in Peace Keeping Environment 8-45 \$

Angola	1992	22.0 \$
Cambodia	1993	45,5 \$
Mozambique	1994	10.2 \$
Afghanistan	2004	20,0 \$
Haiti	2005	11,0 \$

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Budgeting Challenges

- ☐ Assess financial needs against specific outputs / activities
- ☐ Work on accurate assumptions
- ☐ Visualize scenarios
- ☐ Timelines
- ☐ Raise funds when there is no election on the agenda
- ☐ Address long-term 'Capacity Building' with recipient institutions
- ☐ Government financial commitments
- ☐ Donor fatigue

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Operational Planning Challenges

- ☐ Inadequate time
- ☐ Inadequate assessment of appropriate technology and needs
- ☐ Inadequate budget
- ☐ Inadequate technical specifications and standards
- ☐ Lack of ability to integrate cross-cutting operational plans

- ☐ Insufficient study of sustainability and operational costs
- ☐ Insufficient national ownership
- ☐ lack of focus on transfer of knowledge
- ☐ Lack of focus on synergies

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