

Annex F: Sample Operational Planning

Communication Tools

The samples below illustrate some possible ways to present different types of information to communicate progress against the EMB's operational plan.

Internal. To support internally communicating the overall operational plan and progress, consider: breaking the operational plan and operational plan schedule into distinct periods of time, as in [Figure 14](#); providing a progressively updated listing of the status of key milestones, as in [Figure 15](#); or facilitating a view of progress against key milestones by administrative unit (e.g., constituency, province, etc.) via traffic light reporting, as in [Figure 16](#).

FIGURE 14: Quarterly Milestones — Chevrons

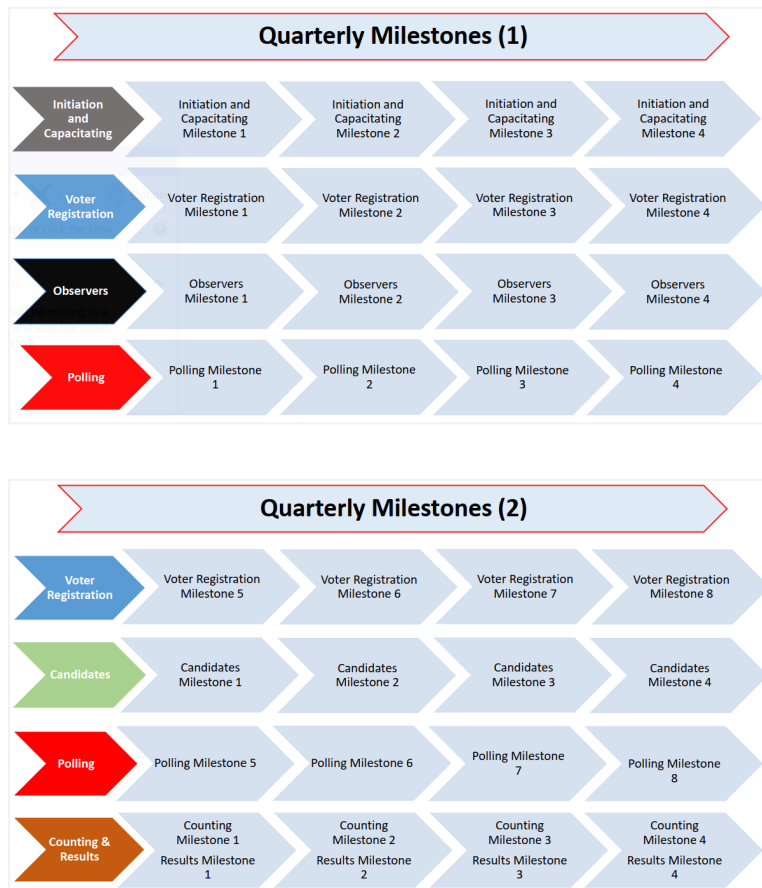


FIGURE 15: Milestone Progress Reporting – List

No.	Quarter	Key Milestones	Status / Target Date	Lead
COMPLETED				
1	Quarter 2	Voter Registration Milestone	Completed	External Relations
2	Quarter 2	Voter Registration Milestone	Completed	Enrolment
3	Quarter 2	Candidates Milestone	Completed	Legal
4	Quarter 2	Polling Milestone	Completed	Procedures & Training
5	Quarter 2	Polling Milestone	Completed	Operations
6	Quarter 3	Voter Registration Milestone	Completed	Enrolment
7	Quarter 3	Voter Registration Milestone	Completed	Logistics
8	Quarter 3	Voter Registration Milestone	Completed	Field Operations
PENDING				
9	Quarter 3	Candidates Milestone	Date	Operations
10	Quarter 3	Polling Milestone	Date	Logistics
11	Quarter 4	Polling Milestone	Date	Voter Education
12	Quarter 4	Counting Milestone	Date	Procedures & Training
13	Quarter 4	Counting Milestone	Date	Logistics
14	Quarter 4	Polling Milestone	Date	Field Operations
15	Quarter 4	Candidates Milestone	Date	External Relations

FIGURE 16: Monitoring Traffic Light Report by Administrative Unit

id	Administrative Unit	No. of Wards	Registered Voters Previous Election	Registered Voters Current Election	Voter Registration Activity (e.g. enrolment)	Voter Registration Activity (e.g. voter education)	Candidate Activity (e.g. nominations)	Polling Activity (e.g. recruitment of poll workers)	Polling Activity (e.g. display of Polling Schedule)	Polling Activity (e.g. voter education)	Polling Activity (e.g. distribution of polling & counting materials)	Polling Activity (e.g. train poll workers)	Counting Activity (e.g. counting centres established)
					DD Mon - DD Mon	DD Mon - DD Mon	DD Mon - DD Mon	DD Mon - DD Mon	DD Mon - DD Mon	DD Mon - DD Mon	DD Mon - DD Mon	DD Mon - DD Mon	DD Mon - DD Mon
REGION 1													
PROVINCE 1													
1	Constituency 1				Completed	Completed	Completed	Completed	Completed	In Progress	Completed	Modest Delay	Pending
PROVINCE 2													
2	Constituency 2				Completed	Completed	Completed	Completed	Completed	In Progress	Completed	Completed	Pending
PROVINCE 3													
3	Constituency 3				Completed	Completed	Completed	Completed	Completed	In Progress	Modest Delay	In Progress	Pending
4	Constituency 4				Completed	Completed	Completed	Completed	Completed	In Progress	Major Delay	In Progress	Pending
5	Constituency 5				Completed	Completed	Completed	Completed	Completed	In Progress	Modest Delay	In Progress	Pending
REGION 2													
PROVINCE 4													
6	Constituency 6				Completed	Completed	Completed	Completed	Completed	In Progress	Completed	In Progress	Pending
7	Constituency 7				Completed	Completed	Completed	Completed	Completed	In Progress	Completed	In Progress	Pending
PROVINCE 5													
8	Constituency 8				Completed	Completed	Completed	Completed	Completed	In Progress	Completed	In Progress	Pending
9	Constituency 9				Completed	Completed	Completed	Completed	Completed	In Progress	Completed	In Progress	Pending
REGION 3													
PROVINCE 6													
10	Constituency 10				Completed	Completed	Completed	Completed	Completed	In Progress	Completed	In Progress	Pending
11	Constituency 11				Completed	Completed	Completed	Completed	Completed	In Progress	Completed	In Progress	Pending
PROVINCE 7													
12	Constituency 12				Completed	Completed	Completed	Completed	Completed	In Progress	Completed	In Progress	Pending
13	Constituency 13				Completed	Completed	Completed	Completed	Completed	In Progress	Completed	In Progress	Pending
REGION 4													
PROVINCE 8													
14	Constituency 14				Completed	Completed	Completed	Completed	Completed	In Progress	Completed	In Progress	Pending
15	Constituency 15				Completed	Completed	Completed	Completed	Completed	In Progress	Completed	In Progress	Pending
16	Constituency 16				Completed	Completed	Completed	Completed	Completed	In Progress	Completed	In Progress	Pending
PROVINCE 9													
17	Constituency 17				Completed	Completed	Completed	Completed	Completed	In Progress	Completed	In Progress	Pending
18	Constituency 18				Completed	Completed	Completed	Completed	Completed	In Progress	Major Delay	In Progress	Pending
TOTALS													
COMPLETION RATE					100%	100%	100%	100%	100%	0%	78%	6%	0%

External. Publicly released information is likely to be of a higher level to communicate a picture of the overall electoral operation. The samples below are an electoral operations roadmap from the 2019 Bougainville Referendum (Figure 17) and a high-level public timeline (Figure 18).

FIGURE 17: Bougainville Referendum Roadmap

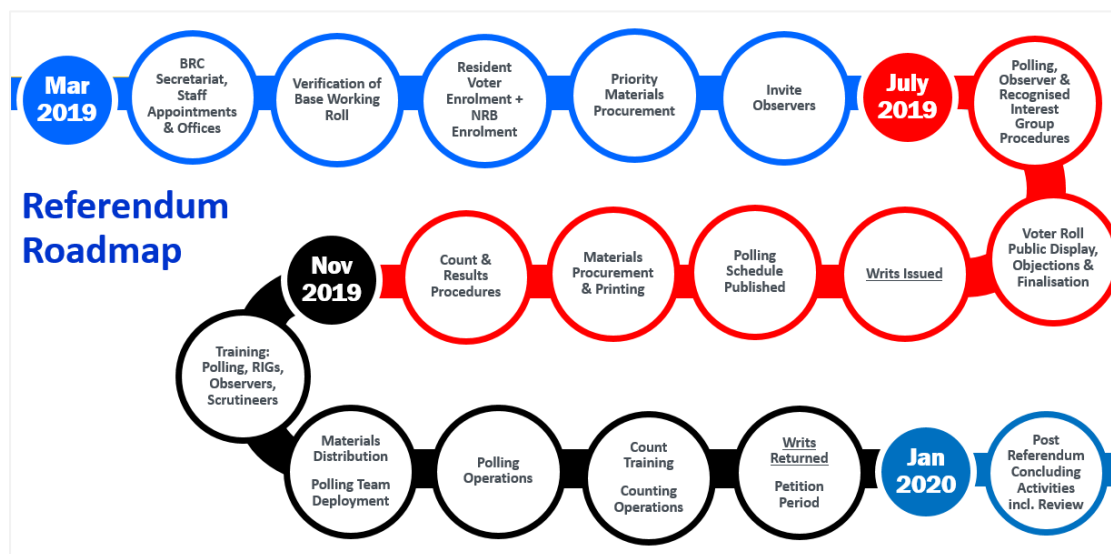


FIGURE 18: Public Electoral Timeline

Election Timeline¹

Voter Registration Voter Education	DD Month to DD Month
Voter Registration	DD Month to DD Month
Preliminary Voter List Public Display	DD Month to DD Month
Issue Writ/Proclamation / Voter List Closes	DD Month
Candidate Nominations	DD Month to DD Month
Confirmed Candidates Announced	DD Month to DD Month
Polling Schedule Public Display	DD Month to DD Month
Candidate Agent Registration	DD Month to DD Month
Media Accreditation	DD Month to DD Month
Election Day	DD Month
Count Starts	DD Month
Results Declaration & Return of the Writ/Formal Publication of Results	DD Month
Petition Period	For a period of X days following the Return of the Writ/Formal Publication of Results

¹ These dates are preliminary and may be subject to change.

Current as at DD Month YYYY