UNION ELECTION COMMISSION

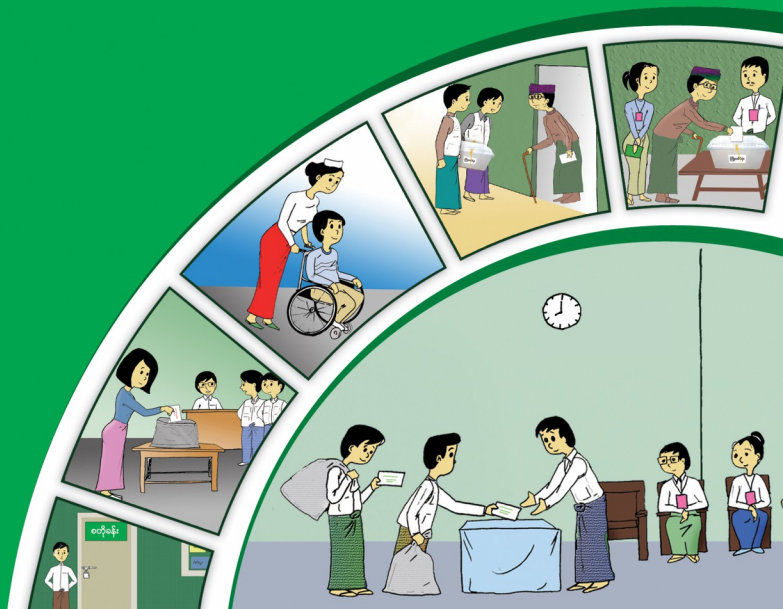**2015 Myanmar General Elections**

CHECKLISTS GUIDE
for Electoral Officers
Township & Ward/Village Tract Sub-Commissions

UNION ELECTION COMMISSION

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1. Introduction: About this Handbook

This Checklist Guide has been developed as a training guide for sub-commissions at the level of township, ward or village tract to help them conduct the 2015 Hluttaw elections. Information within this Checklist Guide is based on the UEC Working Guidelines for township sub-commissions, the UEC Working Guidelines for ward/village tract sub-commissions, the Union Election Commission Law and relevant by-laws, and the UEC Manual for Polling Station Members.

2. Election Timeline

In order to keep track of the most important steps in preparing, organizing and implementing the upcoming 2015 Myanmar General Elections, it is helpful to keep an overview of activities, including deadlines and most important dates. This will serve the Electoral Officers as a useful tool to:

- Ensure that relevant steps/procedures are implemented in a timely manner
- Ensure that all township and ward/village tract sub-commissions adhere to the same timeline and procedures – where possible
- Ensure that each township and ward/village tract sub-commission has an easy to use checklist/guide to track activities as needed.

See Annex I for an overview of the Myanmar General Elections 2015 Electoral Timeline.

3. Sensitive and Non Sensitive Polling Station Material
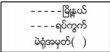
Materials used for the election are either **sensitive** or **non-sensitive materials**.

- **Sensitive materials** are essential to the conduct of the election and they must be secured and accounted for at all times by an election official (e.g. ballots).
- **Non-sensitive materials** are required for the election but not essential (e.g. baskets, etc)

The list of polling material includes:

Checklist:	Polling Station Material	Polling Station Materials	sensitive	Non-Sensitive
1	Ballot Papers & Counterfoil		✔	
2	Ballot Box Seals (two for each ballot box)		✔	
3	Voting Stamps (for mark the ballot paper)		✔	
4	Polling and Advance Voting Ballot Boxes		✔	
5	Form (1), (1-1), (1-2), (1-3) (Voter List)		✔	
6	Form (1-A) (Voter List for Ethnic Voters, where applicable)		✔	
7	Form (11), (11-A) - Record of Ballot Papers before Voting Starts		✔	
8	Form (12) - Summary of the changes made on the voter list		✔	
9	Form (13) (Advance Voters List)		✔	
10	Form (14) - Objection form		✔	
11	Form (16) - Results for Hluttaw elections		✔	

Checklist:	Polling Station Material	Polling Station Materials	sensitive	Non-Sensitive
12	Form (16-A) - Results for Ethnic Representative elections		✔	
13	Form (16-1) - Results for Inside Constituency Advance Vote		✔	
14	Form (17) - Invalid vote form		✔	
15	Form (17-A) - Invalid Ethnic vote form		✔	
16	Form (18) - Results for Out of Constituency Advance Vote		✔	
17	Form (18-A) - Results for Out of Constituency Advance Vote (Ethnic)		✔	
18	Appendix (B) – Voter List Handover Form for Voter List Checkers		✔	
19	Appendix (C) – Ballot Pad Handover Form for Ballot Issuers		✔	
20	Appendix (D) – Report of Incidents in the Polling Station		✔	
21	UEC Working Guidelines and Polling Manual			✔
22	Waistcoats for polling station members			✔
23	Ink Pad (to thumbprint/sign the voter list/ballot box counterfoil)			✔

Checklist:	Polling Station Material	Polling Station Materials	sensitive	Non-Sensitive
24	Rope			✔
25	UEC Stamp and Sealing Wax (to seal TEBs)			✔
26	Polling Station Sign with Number	------ ဖြန့်ဖြယ် ------ ရပ်ကွက် ပဲခွဲအမှတ်( )		✔
27	Pens (only black and blue)			✔
28	Candle and Lighter			✔
29	Tamper evident bags			✔
30	Ruler - to tear the ballot paper of counterfoil			✔
31	Baskets - to count the ballot papers			✔
32	Envelopes for Advance Voting			✔
33	Voting Screens			✔

A. Handling Sensitive Polling Material

All sensitive poling material will be delivered to the township sub-commissions by UEC.

Checklist before Election Day:	Township	Ward/Village	Polling Station
1 Upon receipt from UEC store the material securely in a locked room or alternatively in a secured bank account. Sort, check and pack materials required for each polling station, using the supplied ballot boxes to store the materials for shipping.	✓		
2 Prepare shipment of sensitive materials for the ward/village tract sub-commission, based on the number of polling stations and registered voters for each ward/village tract. Ballot papers will be shipped in packets of 50.	✓		
3 Deliver the material to ward/village tract sub-commission and check that the quantity is correct. Sign Form (11-A) for handover of Ballot Papers (one per polling station) and keep a copy of all forms.	✓	✓	

		Township	Ward/Village	Polling Station
4	Store the material securely at ward/village tract sub-commissions.		✓	
5	Before 6am on Election Day collect the sensitive material for the respective polling station. Use a separate Form (11-B) for handover of Ballot Papers for each polling station.		✓	✓
6	Sign and keep a copy of Form (11-B) handover of Ballot Papers.		✓	✓
Checklist during and after Election Day:		Township	Ward/Village	Polling Station
1	After the election, deliver sensitive materials to the township sub-commission.		✓	✓
2	Upon delivery check the completeness of the package of sensitive items.	✓		
3	In the event that there is an inaccuracy request that the Polling Station Officer and ward/village tract sub-commission will resolve the situation.	✓	✓	✓
4	Verify that the large TEB is correctly labeled with Polling Station Name, Polling Station Number, and ward/village tract and that the **seal is not broken**.	✓		
5	Move the TEBs for storage to the storage room.	✓		
6	If there is missing material proceed systematically according to the regulations.	✓		
7	Once all material is retrieved, and result forms have been processed, release the Polling Station Officer and the ward/village tract sub-commission representative.	✓		

NOTE: Handling of Result Forms (16) and (16-A) is be covered under section 5.C of this Checklist Guide

B. Handling Non-Sensitive Polling Material

Non-sensitive polling material will be delivered to township sub-commission by the region/state sub-commissions.

Checklist before Election Day:		Township	Ward/Village	Polling Station
1	Upon receipt, review the shipments and report immediately if material is missing or damaged to the relevant region/state sub-commission.	✓		
2	Prepare and arrange transportation to ensure that all ward/village tract sub-commissions receive all non-sensitive materials prior to Election Day.	✓		
3	Before 6am on Election Day collect all material for the respective polling station.			✓
Checklist during and after Election Day:		Township	Ward/Village	Polling Station
1	Any re-useable, non-sensitive materials are to be returned to the ward/village tract sub-commission for storage after the counting process is finished by the Deputy Polling Station Officer.		✓	✓

Important: Confirm that the correct ballots and quantities have been delivered to the township. Report any shortages or damaged ballot shipments to the relevant sub-commission immediately.

4. Checklist for Advance Voting Procedures

A. Out of Country Voting

The following persons are the eligible voters:

1. Diplomats of the Union of Myanmar that are assigned to embassies, offices of permanent representatives, consulates and other people assigned to carry out the duties of the said offices;
2. Delegates and civil service personnel who are assigned by the government to carry out their duties outside of the country;
3. Persons outside the country and working at an international organization or a department of a foreign government;
4. A private businessman with the permission of the government;
5. State scholars that have the permission of the government;
6. Other persons who are outside the country with the permission of the government.
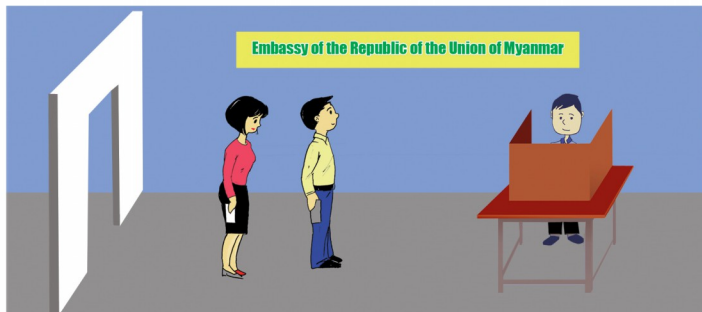
	Checklist:	Township	Ward/Village	Embassy/UEC
1	Voter requests for OCV via submission of Form (15) at embassies by mid September 2015. Forward to township sub-commission via MoFA and UEC HQ.			✔
2	Forward the received Form (15) to concerned ward/village tract sub-commission.	✔		
3	Accept Form (15) of the people who are away from the constituency and who are outside of the country with the permission of the government with Form (1-3).		✔	
4	Display one (1) copy of Form (1-3) at ward/village tract sub-commission and send two (2) copies to the township sub-commission		✔	
5	Forward the respective ballot papers and envelopes to the UEC HQ and then on via the MoFA to the embassies.	✔		
6	Conduct OCV **during October** in the respective embassy. Some embassies have confirmed dates: Singapore: 16 October (1pm-4.30pm); 17-18 October (9.30am-4.30pm) Malaysia: 17 October (9.30am- 4.30pm)			✔
7	Sort and forward the ballot envelopes to the relevant township sub-commissions. Deadline set for **end October 2015.**			UEC

8	Keep the advance voting envelopes in sealed ballot boxes in their offices.	✓		
9	At 4pm on 08 November 2015 – after closing of the polling stations – open the advance ballot boxes in the presence of candidates/election agents, witnesses, election observers and journalists.	✓		
10	Advance Votes received after 4pm will not be counted.	✓		

B. Advance Voting Inside of the Constituency

The following persons are the eligible voters who are unable to come to polling stations in person, although they are residing inside constituency:

1. Persons having contracted leprosy (51.b.i)
2. Persons being seriously ill (51.b.i)
3. Women giving birth at home (51.b.i)
4. Persons being old (51.b.i)
5. Persons with disabilities (51.b.i)
6. Detainees being imprisoned in a police custody or in prison (which is within the constituency) (51.b.iii)
7. Patents under medical treatment as an in-patient in hospital (which is within the constituency) (51.b.iv)
8. Members of different levels of the UEC, Polling Station Members, Military Personnel, Members of Myanmar Police Force and Civil Services (51.c)

Advance Voters who cannot vote at their ward/village tract sub-commission office will be visited by an Advance Voting Team. Observers and agents may accompany the Advance Voting team.

Alternatively Advance Voters who are able to vote at their ward/village tract sub-commission office can vote between 6am and 4pm from **06 November to 07 November 2015**. The voting process will be the same as in a polling station except that the ballots for all Hluttaw elections will be cast in the Advance Voting ballot box. Observers may observe.

Checklist: **Before Advance Voting Election Period**:		Township	Ward/Village	Polling Station
1	Confirm requests for Inside Constituency Advance voters by using Form (1)		✔	
2	Add names of advance voters to Form (13)		✔	
3	Set up a polling station within the ward/village tract sub-commission office to allow those voters to cast their vote that come to the sub-commission.		✔	
Checklist: **On Advance Voting Election Period**:		Township	Ward/Village	Polling Station
1	At 6am from 06 November seal a separate ballot box <u>for each polling station</u>.		✔	
2	Complete Form (11) and hand over ballot papers to the sub-commission members conducting the advance vote. On the		✔	

		Township	Ward/Village	Polling Station
	back of Ballot Paper there will be a seal of the respective sub-commission, as well as the name and signature of the advance ballot paper issuer.		✓	
3	Visit voters according to schedule. Beginning with the Pyithu Hluttaw election, ask the voter to sign/thumbprint the counterfoil of the ballot.		✓	
4	Remove the ballot paper from the ballot booklet and hand over to voter. The voter will mark one candidate on the ballot using **a stamp** and then place the ballot in the secrecy envelope and then in the sealed ballot box.		✓	
5	The preceding steps (3-4) are repeated for the Amyotha Hluttaw, the region/state Hluttaw and if applicable, the Ethnic Representative for region/state election.		✓	
6	Upon completion of casting the vote, ensure that the voter will return the Voter identification slip. **NOTE: no ink will be used for advance voting**		✓	
Checklist: **After Advance Voting Election Period**:		Township	Ward/Village	Polling Station
1	Return the Ballot Box, voter lists and remaining ballot papers to the ward/village tract sub-commission for safe storage.		✓	
2	Complete Form (16-1).		✓	

3	At 5am on election day deliver the advance voting ballot box to the respective Polling Station Officer along with all relevant forms, unused ballots using Form (11-B) Appendix B.		✓	✓

Do's for advance voting sub-commission team members:

- Treat voters with respect and accommodate their condition/infirmity, whatever it is.
- Remain impartial and professional at all times.
- Accommodate observers who wish to observe advance voting, but protect the privacy of the voter first and foremost and ensure secrecy of vote at all times.
- Make sure that observers, when entering the house of a voter, previously ask for permission and treat the voter with outmost respect.
- Allow sufficient time to visit voters and allow them to vote – some infirm voters may require more time and explanation before casting their votes.
- If a voter asks you for whom they should vote instruct them that it is their right to vote for whomever they wish and you cannot provide advice.
- Always work as a pair and inform the ward/village tract sub-commission Chairman of your travel plans.

Dont's for advance voting sub-commission team members:

- Do not enter a person's house unless invited.
- Do not be biased.

C. Advance Voting Outside of the Constituency

A voter, who is outside his constituency for certain reason, may vote in advance by applying Form (15). Eligible voters who can vote in advance are:

1. Military Personnel, Members of Myanmar Police Force and their family members (54.a)
2. Students from university and college (54.b)
3. Trainees from trainings (54.c)
4. Other voters who are out of their constituency (54.d)
5. Detainees in Police Detention Center or Prison (54.e)
6. Patients in hospitals (54.f)
7. Persons who are outside the country with the permission of the Union Government (54.g)

Based on the number of completed Form (15) returned, the township sub-commission will send advance ballots and envelopes to the respective head of department of the institution, or the Commander of the military unit.

Reminder: Form (15) and other UEC forms can be photocopied or downloaded from the UEC website http://uecmyanmar.org/ →

Checklist: **Before Advance Voting Election Period**:	Township	Ward/Village	Institution, Military Unit, etc
1	Receive requests for Advance Vote by the Voter with Form (15) in October 2015.	✔		
2	Forward the received Form (15) to concerned ward/village tract sub-commission.	✔		

		Township	Ward/Village	Institution, Military Unit, etc
3	Request the ward/village tract sub-commission to accept Form (15) of the people who are outside of constituency with Form (1-1).	✓	✓	
4	Request a List of Names of military personnel and their family members who are eligible to vote from the relevant military unit officer. Forward the list to ward/village tract sub-commission, which will strike the names of military advance voters from the voters list (Form 1) and complete Form (1-2).	✓	✓	✓
5	To display one (1) copy of each respective voter list Form (1-1), (1-2) and (1-3) at ward/village tract sub-commission. Send two (2) copies to the township sub-commission.		✓	
6	Confirm that the ballots have been sent to the correct township. If they have not, the sub-commission will make all reasonable efforts to redeliver them to the correct township sub-commission. Make sure that all ballot papers are stamped with the seals of the respective sub-commission and include the name and signature of the responsible UEC official/issuer.	✓		
Checklist: **On Advance Voting Election Period**:		Township	Ward/Village	Institution, Military Unit, etc
1	Provide the voters with the correct	✓		✓

		Township	UEC	Institution, Military Unit, etc
	ballots and envelopes for their constituency. Ask the voter for the voter identification slip – **remember the slip is not mandatory.**			
2	Ensure that voters mark their ballots in secret, using a pen instead of the UEC stamp.	✓		✓
3	Ensure that voters place the marked ballots in a secrecy envelope with their name, ward/village tract, and township written on the envelope. NOTE: No ink will be used for advance voting.	✓		✓
4	Ensure that all ballot envelopes are sealed in a tamper evident bag for the respective township.			✓
5	Ensure that the tamper evident bags with envelopes containing marked ballots are delivered to the respective township sub-commissions.			✓
Checklist: **After Advance Voting Election Period**:		Township	UEC	Institution, Military Unit, etc
1	Receive advance vote envelopes and tamper evident bags with advance ballots up until 4pm on Election Day.	✓		
2	Confirm that the package or TEB with the advance ballots has not been opened or tampered with.	✓		
3	In the presence of observers, candidates and agents, open the packages or TEBs with the advance vote envelopes and			

	confirm that the voter information on the envelope is that of a voter on an advance voter list (1-1) or (1-2).	✓		
4	If the voter is found on the advance voters' List, their name should be crossed off and the ballot information added to Form (18-1). The advance ballot envelope may then be deposited in the sealed ballot box for Advance Votes.	✓		
5	If the voter is not found on the advance voter List, the ballot envelope will be put into a separate bag for invalid ballots and will not be counted.	✓		

Important Reminders

The back of each advance ballot paper issued should have the sealed stamp of the UEC as well as the name and signature of the UEC official/issuer who issued it.
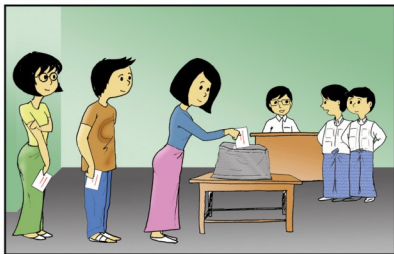
5. Counting and Receiving Results at Township Sub-Commission

A. Closing Outside Constituency Advance Voting at the Township Sub-commission

Checklist: **Prior to 4 pm on Election Day**	Checked
1	The township sub-commission will verify that all advance ballot envelopes have been deposited in the respective ballot box for the Pyithu Hluttaw, Amyotha Hluttaw, Region or State Hluttaw, and the Region or State Hluttaw for relevant Ethnic Representative election.	✓

Checklist: **At 4 pm on Election Day**	Checked
1	The Chairman of the township sub-commission shall announce the end of Advance Vote to all present.	✓
2	The Chairman will ask the Secretary to tally the number of advance ballot envelopes received and enter the total in Form (18-1) for each of the elections.	✓
3	The Chairman will invite all township sub-commission members to sign Form (18-1). A separate Form (18-1) will be completed for each election.	✓
4	Place all advance ballot envelopes in a sealed ballot box.	✓

B. Counting of Outside Constituency Advance Voting at the Township Sub-Commission

After 4pm the township Sub-commission will prepare to open the Advance Voting ballot box to count the ballots.

Checklist: **Counting Pyithu, Amoytha Hluttaw, State/Region Assembly**	Checked
1	Ensure that accredited domestic and international observers as well as political party agents are allowed to observe the counting process.	✓
2	Place tables in the middle of the polling station for the count.	✓
3	Place the board close to the counting table to record the votes.	✓
4	Ballot papers that were previously signed by the township sub-commission officer and unused must be cancelled by crossing from top to bottom.	✓

5	Appoint at least four (4) voters and six (6) sub-commission representatives to witness the counting process.	✓
6	Start counting with Pyithu Hluttaw, Amoytha Hluttaw, State/Region Assembly.	✓
7	Check that the ballot boxes are sealed.	✓
8	Prepare the number of baskets for collecting the counted votes.	✓
9	Open the ballot boxes in front of the witnesses and observers.	✓
10	Sub-commission members open the envelopes, remove the ballots and determine whether they are valid or invalid, number and sign the back of the ballot. The information for invalid ballots shall be recorded in Form (17-B). Numbers of valid and invalid ballots should be entered into Form (18).	✓
11	A sub-commission member will inspect each valid ballot, and announce for whom the voter voted and place the ballot in the appropriate basket.	✓
12	Count the number of valid votes for each candidate and bind them in piles of 10.	✓
13	Add the number of valid votes to the tally sheet. Ensure that each candidate has a separate tally sheet. Remember to fill out the complete Form.	✓
14	Enter the valid votes for each candidate in Form (18) in numbers and words.	✓
15	When all vote totals are entered, Form (18) should be signed by the sub-commission members, agents, observers and at least four witnesses.	✓
16	Repeat the above steps for the Amyotha Hluttaw and Region/state Hluttaw elections.	✓

Important: Only advance ballots in envelopes with the voter's name, ward/village tract, township and signature will be counted by the township sub-commission. If an advance ballot is not in a ballot envelope or there is insufficient information written on the ballot envelope to identify the advance voter, or it is not signed by the voter, it will not be deposited in the Advance Vote Ballot Box and not be counted.

Counting advance ethnic ballots

Advance ethnic ballots will be counted as above, with the following differences:

Checklist: **Counting advance <u>ethnic</u> ballots**	Checked
1	Before counting the valid ballots they shall be divided by ethnicity in their respective ballot boxes. Before counting sort the ballot papers between valid and invalid.	✓
2	Each ethnic election will be counted separately and a separate Form (18-A) will be completed.	✓
3	Record invalid advance ethnic ballots using Form (17-C).	✓

C. Intake of sensitive materials and results at the Township Sub-commissions

Results will be received at the township sub-commission from Polling Station Officers who will deliver one (1) copy of the results forms (16) and (16-A), together with the TEBs containing all sensitive materials. The total number of votes for each Hluttaw representative candidate is aggregated from the copies of **Form (16)** and **Form (16-A)** sent from respective polling stations and **Form (18)** and **Form (18-A)** from the advance voting out of the constituency.

Upon receipt, the township sub-commission intake team should check the Forms for accuracy:

	Checklist: **Checklist Township Sub-Commission Intake for Form (16) and (16-A) and Form (18) and (18-A)**	Checked
1	Prepare <u>a township room </u>to receive the result forms and sensitive materials on Election Night. Ensure the space is large enough to conduct all operations in an organized, transparent manner to accommodate the participation of observers and party agents.	✔
2	Prepare a secure storage room in the Intake Hall, which can be locked to	✔

	store all sensitive materials.	✓
3	Ensure Form (16) and (16-A) is signed by Polling Station Officers and Witnesses	✓
4	Ensure all names of all candidates on Form (16) and Form (16-A) are correct	✓
5	Check that all fields on Form (16) and Form (16-A) filled out correctly	✓
6	Calculate if the total final number in Form (16) and (16-A) is correct, check for mathematical errors, if necessary	✓
7	Open the result form envelope and confirm that: All forms are present; Polling station name is correct; Hluttaw Constituency number is correct Township is correct Region/State is correct Ward/Village-tract is correct Polling station name is correct; All numbers are clearly legible; All form fields are completed; Candidates on the form match the candidates for the election/constituency; and Forms contain all signatures.	✓
8	If there is an inaccuracy in Form (16) and/or Form (16-A) the Polling Station Officer and ward/village tract sub-commission will resolve the situation before being released by the township sub-commission. Remember that observers can participate on in the process	✓
9	Is Form (18) and (18-A) signed	✓
10	Are the names of all candidates on Form (18) and Form (18-A) correct	✓
11	Are all fields on Form (18) and Form (18-A) filled out correctly	✓
12	Is the total final number in Form (18) and (18-A) correct, check for mathematical errors	✓
13	Is the name and number filled in correctly: Region/ State Hluttaw Constituency No. ( ) Township (Name)	✓

14	When all results forms for the respective polling station are checked the Polling Station Officer can leave.	✓
15	When all results forms for the respective ward/village tract are accounted for, the ward/village tract sub-commission Chairman can leave	✓
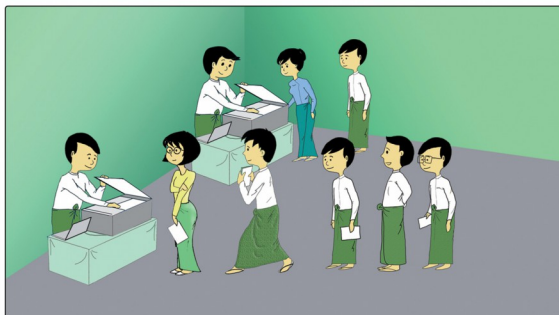
NOTE This is the list of polling material that the Polling Station Officer will have to hand back to the respective township sub-commission after Election Day

Sealed Results Envelope	Results Forms (16, 16-A, 16-1)
Sealed, extra-large Tamper Evident Bag	Ballots (usetd, unused and spoiled)
	Completed Forms (11, 12, 13, 14, 17, 17-A)
	Appendices ('B', 'C', and 'D')
	Voters' Lists (1, 1-A, 13)
	UEC Ballot Stamps
	Unused indelible ink
	Unused Ballot Box Seals

D. Aggregating the results - creating the Form (19), (19-A)

Result totals are compiled at the township office with **Form (19)** in front of interested observers, witnesses, candidates and agents, who, along with members of the sub-commission, can sign the completed **Form (19)** to verify its authenticity.

After the results forms have been checked for accuracy:

✓ One (1) copy will be used for aggregating the results and
✓ One (1) copy will be set aside for delivery to the district sub-commission along with the aggregate results Form (19).
✓ One (1) copy should be made for archiving.

These totals are compiled at the township office with **Form 19** in front of interested observers, witnesses, candidates and agents, who, along with members of the sub-commission, can sign the completed **Form (19)** to verify its authenticity.

One copy of Form (19) is sent to the respective district sub-commission, self-administered division or self-administered zone sub-commission . A second copy is archived and a third copy is posted at the township sub-commission office for public viewing.

All Form (19) as well as Form (19-A) will be scanned at district sub-commission level and stored in a central archive. The central archive will be accessible via a dedicated website to all observers as well as CSOs with the objective that these can verify the results forms online. This offers an additional layer of transparency to the whole aggregation of results process.

Important: For Ethnic Hluttaw representative candidates, results aggregation is done in the same manner as above, using Forms (16-A), (18-A) and (19-A).

Important: Observers, Agents, and Candidates are free to observe and record the tabulation process and photograph the results sheets - however, they should not use their phones in the tabulation room or disrupt the process in any way.

E. Announcing results

The township sub-commission will not announce the results of the election. Once all results have been delivered and the UEC approved, District or State/Region Sub-commission level can announce official results.

F. Aggregation and Announcing results at National Level

UEC is currently finalizing the procedures for compiling results at national level and through Media Centers. At the Media Centres, observers, voters, agents and media will have the opportunity to access the Form (19) scanning archive to verify the results. Concurrently results will be broadcasted through a interactive map – as they are received from the district sub-commissions.

6. Corrections to Final Voter List

The Polling Station Officer will also collect Form (12) including all correction to the Voter List and provide this to the township sub-commission. The township sub-commission will then make all corrections to the Final Voter List.

Overview of Myanmar General Elections 2015 Electoral Timeline.

	Sr. No	Date	Program	Task	Township sub-commission (a)	Ward/Village Tract Sub-commission (b)	Polling Station Officer (c)	Embassy/UEC/ Institution/ Military Unit, etc (d)
August 2015	1	by 23 August	Advanced Voting - Out of Country	Receive voter requests for OCV via submission of Form (15) at embassies. Forward to Township via MoFA and UEC HQ.				
	2	after 23 August	Advanced Voting - Out of Country	Forward the received Form (15) to concerned ward/village tract sub-commission.				
September 2015	3	on 14-27 September	Voter List	National Voter List Display				
	4	by beginning September	Advanced Voting - Out of Country	Accept Form (15) of the people who areoutside of the country with the permission of the government with Form (1-3)				
	5	by beginning September	Advanced Voting - Out of Country	Display One copy of Form (1-3) at ward/village tract sub-commission and send two copies to the Township Sub-commission				
	6	by mid September	Advanced Voting - Out of Country	Forward the respective ballot papers and envelopes to the UEC HQ and then on via the MoFA to the embassies.				
	7	by end September	Advanced Voting - Out of Constituency	Receive the List of Names of military personnel/family who are eligible to vote from the relevant military unit officer. Forward the list to ward/village tract sub-commission, and complete Form (1-2).				
October 2015	8	during October	Advanced Voting - Out of Country	Conduct Oout of Country by 09 October in the respective embassy				
	9	during October	Advanced Voting - Out of Constituency	Receive requests for Advance Vote by the Voter with Form (15) by October 10 2015				
	10	during October	Advanced Voting - Out of Constituency	Forward the received Form (15) to ward/village tract sub-commission. Request the ward/village tract sub-commission to accept Form (15) with Form (1-1)				
	11	by mid October	Polling & Counting	Identify locked warehouse for polling & counting materials				

Answer: 1(D), 2(A), 3(A,B), 4(B), 5(A,B), 6(A), 7(A,B,D), 8(D), 9(A), 10(A,B), 11(A,B)

Overview of Myanmar General Elections 2015 Electoral Timeline.

	Date	Program	Task	Township sub-commission (a)	Ward/Village Tract Sub-commission (b)	Polling Station Officer (c)	Embassy/UEC/Institution/Military Unit, etc (d)
12	from mid - end October	Advanced Voting - Out of Constituency	Conduct Advanced Voting Polling				
13	by end October	Polling & Counting	Receive polling & counting materials from State/Region				
14	by end October	Polling & Counting	Pack polling & counting materials for each polling station				
15	by end October	Polling & Counting	Arrange delivery of all polling materials to ward/village tracts				
16	by end October	Advanced Voting - Out of Constituency	Sign and dispatch advance vote ballots and envelopes				
17	by end October	Advanced Voting - Out of Constituency	Identify safe storage location for advanced voting tamper evident bags, polling & counting materials				
18	by end October	Advanced Voting - Out of Constituency	Pack ballot envelopes into tamper evident bags and deliver to the respective township sub-commissions				
19	by end October	Advanced Voting - In Constituency	Identify safe storage location for advanced voting ballot box				
20	by 30 October	Advanced Voting - Out of Country	Sort and forward the ballot envelopes to the relevant township sub-commissions.				
21	by beginning November	Advanced Voting - In Constituency	Receive requests for advanced voting - in constituency				
22	by beginning November	Advanced Voting - In Constituency	Confirm requests for advanced voting by using Form 1				
23	by beginning November	Advanced Voting - In Constituency	Add names of advanced voters Form 13, Form 13-A				
24	on 06 November	Advanced Voting - In Constituency	Open advanced voting				
25	on 06 and 07 November	Advanced Voting - In Constituency	Visit advance voters and conduct polling (6am - 4pm)				
26	on 06 and 07 November	Advanced Voting - In Constituency	Visit advance voters and conduct polling (6am - 4pm). Return the Ballot Box, voter lists and remaining ballot papers to the ward/village tract sub-commission for safe storage.				

October 2015 (rows 12–20)
November 205 (rows 21–26)

Answer: 12(A,D), 13(A), 14(A), 15(A,B), 16(A), 17(A), 18(D), 19(B), 20(D), 21(B), 22(B), 23(B), 24(B), 25(B), 26(B)

Overview of Myanmar General Elections 2015 Electoral Timeline.

	Date	Program	Task	Township sub-commission (a)	Ward/Village Tract Sub-commission (b)	Polling Station Officer (c)	Embassy/UEC/ Institution/ Military Unit, etc (d)
27	on 06 and 07 November	Advanced Voting - In Constituency	Set up a polling station within the ward/village tract sub-commission office to allow those voters to cast their vote that come to the sub-commission				
28	by 06 November	Polling	Receive polling & counting sensitive materials from Township. Store material securely at ward/village tract sub-commissions.				
29	by 07 November	Polling	Collect polling & counting sensitive material from ward/village tract office				
30	by 07 November	Intake	Prepare area for intake of sensitive materials, secure storage of sensitive materials, & tabulation of results for each polling station				
31	on 08 November	Polling & Counting	Polling Stations Open from 6am - 4pm				
32	until 08 November October	Advanced Voting - Out of Country	Keep the advance voting envelopes in sealed ballot boxes in their offices.				
33	by 08 November	Advanced Voting - Out of Constituency	By 4pm, Receive tamper evident bags with advanced voting				
34	on 08 November	Advanced Voting - In Constituency	At 05.00 on election day deliver the advance voting ballot box to the respective Polling Station Officer along with all relevant forms, unused ballots using Form (11-B) Appendix B.				
35	on 08 November	Polling & Counting	Before 6am on Election Day collect the sensitive material for the respective polling station. Use a separate Form (11-B) for handover of Ballot Papers for each polling station.				
36	on 08 November	Advanced Voting - Out of Constituency	After 4pm, open tamper evident bags, confirm envelopes are on advanced voter list Form 18-1				
37	on 08 November	Advanced Voting - Out of Country	At 4pm on 08 November 2015 – after closing of the polling stations open the advance ballot boxes in the presence of candidates/election agents, witnesses, observers				

Left vertical labels: November 205 (rows 27–30); Election Day 08 November 2015 (rows 31–37)

Answer: 27(B), 28(A,B), 29(B,C), 30(A), 31(B,C), 32(A), 33(A), 34(B,C), 35(B,C), 36(A), 37(A)

Overview of Myanmar General Elections 2015 Electoral Timeline.

	Date	Program	Task	Township sub-commission	Ward/Village Tract Sub-commission	Polling Station Officer	Embassy/UEC Institution, Military Unit, etc
38	on 08 November	Advanced Voting - Out of Constituency	Count advanced voting. Form 18-1, 18, 18-A				
39	on 08 November	Polling & Counting	After close of polling station, polling station officer and ward/village tract sub-commission deliver sensitive materials to Township sub-commission (TEB and Forms 16, 16-A)				
40	on 08 November	Polling & Counting	After close of polling station, polling station deputy officer delivers non-sensitive materials to ward/village tract office				
41	on 08 November	Intake	Receive sensitive materials from polling station officer and ward/village tract sub-commissions - TEB and envelope with Form 16s, 16-As				
42	on 08 November	Results tabulation	Data enter Form 16, 16-A, 18, 18-A				
43	on 08 November	Results tabulation	Once all counts complete, generate Form 19, 19-A - check, sign, post and send to District sub commission				

Election Day 08 November 2015

Answer: 38(A), 39(A,B,C), 40(B,C), 41(A,B,C), 42(A,C), 43(A)

UNION ELECTION COMMISSION