



**Fijian Elections Office**  
*My Election. My Fiji*

**2022**

**GENERAL ELECTION**  
**Supervisor of Elections**

**REPORT**

**15/03/23**



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# Foreword by the Acting Supervisor of Elections

With respect to the requirements of section 109 (1) of the Electoral Act 2014, I humbly present the 2022 General Election Report to the Electoral Commission [“EC”]. I do so on behalf of the over 10,000 stoic men and women who worked relentlessly through various challenges and circumstances to successfully conduct the 2022 General Election.



Thanksgiving is ascribed to Almighty God for blessing the Fijian Elections Office [“FEO”] family with the perseverance, strength, courage, determination and health to effectively deliver yet another successful General Election for Fiji. Since being formally established by the Electoral Act, on 28 March 2014, the FEO has now successfully conducted 3 General Elections.

It would also be remiss of me to not acknowledge the tireless efforts of the over 10,000 staff for their sacrifice, stoicism, selflessness and determination to deliver yet another General Election for Fiji. I would also like to thank the former Supervisor of Elections Mr. Mohammed Saneem for his leadership of our organization as well as during the 2022 General Election.

This report covers the operational aspects of the 2022 General Election and lays out in detail the tremendous undertakings of FEO for the same. The 2022 General Election presented the FEO with the opportunity to trial and implement new innovations and best practices, of which, I invite you to read about as detailed in this report.

The FEO has come a long way in conducting General Elections in Fiji as a fully operational entity in between General Elections having an adequate compliment of staff and appropriate financial support from the State. In respect of this, the FEO has been able to further develop and build its capacity and operability to conduct General Elections in Fiji. The FEO will continue to do so in achieving greater levels of credibility and trust by the people of Fiji, for such a time as this.

I would also like to, at this juncture, thank all the Members of the EC, Technical Advisors, external stakeholders and partner agencies for their assistance and collaboration with the FEO for the conduct of the 2022 General Election. Your support and assistance has not gone unnoticed and will always be greatly appreciated.

It is in this tone of appreciation and thanksgiving that I submit this report to the EC.

**Ana Mataiciwa (Ms)**  
Acting Supervisor of Elections

# Foreword by the Deputy Supervisor of Elections

*Ni Sa Bula Vinaka!*

It was with some trepidation that I took up the role of Deputy Supervisor of Elections [“**DSOE**”] in October last year with the General Election imminent.



My primary responsibility was election operations, so I was fortunate to have had a long operational history with the FEO to rely on, commencing with the role of Director of Operations in 2014. Following that election, I continued as a Technical Advisor with the FEO until commencing in the DSOE role. This included the 2018 General Election. In addition, the senior staff of the Operations Directorate were very experienced in the planning and delivery of elections which was a distinct advantage for the FEO.

As in 2018 there was a delay in the calling of the election. This enabled operational staff to review and make modifications to their plans. Modifications such as amending the steps in the counting process which were tested to achieve time savings - an important consideration in ensuring results are delivered as quickly as possible.

The 2022 General Election also saw the FEO enhance its reputation for innovative approaches to delivering elections especially in the use of technology.

This approach, driven by the SoE, resulted in some projects such as the Candidate Ball Draw being presented in a more modern and professional way. Amendments to the My Polling Assistant app for field staff enabled more efficient monitoring and reporting during Election Day. Another first in election delivery in Fiji was the provision of a free bus service for voters to make access to polling stations easier for all voters.

I was very proud of the way all the staff of the FEO worked diligently and collegiately to deliver a successful election for all Fijians. Their efforts were recognised positively by the Multinational Observer Group [“**MOG**”] in their report on the 2022 General Election.

I wish everyone at the FEO all the very best for the future.

*Vinaka vakalevu*

**Robin Boyd**

Deputy Supervisor of Elections

## List of Laws:

Constitution of the Republic of Fiji, 2013

Electoral Act, 2014

Political Parties (Registration, Conduct, Funding & Disclosures) Act, 2013

Electoral (Registration of Voters) Act, 2012

## List of Abbreviations:

<b>APO</b>	Assistant Presiding Officer
<b>BDM</b>	Births, Deaths and Marriages Registry
<b>BRN</b>	Birth Registration Number
<b>CCEI</b>	Centre for Credible Election Information
<b>COL</b>	Corporate Online Banking
<b>CSO</b>	Civil Society Organisation
<b>CPC</b>	Central Processing Centre
<b>CTD</b>	Centre for Training and Development
<b>DM</b>	Divisional Manager
<b>DR</b>	Disaster Recovery
<b>DSOE</b>	Deputy Supervisor of Elections
<b>EC</b>	Electoral Commission
<b>EIB</b>	Election Information Booklet
<b>EMS</b>	Election Management System
<b>Eol's</b>	Expression of Interests
<b>EORS</b>	Election Officials Recruitment S
<b>EO</b>	Election Officials
<b>EVR</b>	Electronic Voter Registration
<b>EVP</b>	Election Visitor Program
<b>FEO</b>	Fijian Elections Office
<b>FICAC</b>	Fiji Independent Commission against Corruption
<b>GIS</b>	Geographic Information System
<b>IFES</b>	International Foundation for Electoral Systems
<b>ICT</b>	Information and Communications Technology
<b>IT</b>	Information Technology
<b>KYE</b>	Know Your Election
<b>LTA</b>	Land Transport Authority
<b>MOG</b>	Multinational Observer Group
<b>NRV</b>	National Register of Voters
<b>OB</b>	Outdoor Broadcasting
<b>PDW</b>	Polling Day Worker
<b>PO</b>	Presiding Officer
<b>PoR</b>	Protocol of Results
<b>PVAs</b>	Polling Venue Assessments
<b>QA</b>	Quality Assurance
<b>RMIS</b>	Results Management Information System
<b>SoE</b>	Supervisor of Elections
<b>TA</b>	Technical Adviser
<b>TDU</b>	Training Development Unit
<b>UNDP</b>	United Nations Development Program
<b>UPS</b>	Uninterruptible Power Supply
<b>VIB</b>	Voter Instruction Booklet
<b>VPN</b>	Virtual Private Network
<b>VSC</b>	Voter Services Centre
<b>WAN</b>	Wide Area Network

# Introduction

## The Fijian Elections Office

The FEO is the independent election management body responsible for the conduct of General Elections and other elections in accordance with the legal framework. As prescribed in the 2014 Electoral Act, [**Electoral Act**] the FEO is the Office of the Supervisor of Elections [**SoE**] and is situated at 59-63 High Street, Toorak, Suva. The FEO has 60 core staff and employs up-to 2,500 short term staff during elections.

It is a requirement under section 7 (1) of the Electoral Act that the SoE must conduct his or her duties and exercise his or her powers in an impartial manner and in accordance with the law. Section 8 of the Electoral Act, further guarantees that in the performance of his or her functions and the exercise of his or her powers, the SoE is not subject to the direction or control by any person, except that he or she must comply with the directions or instructions that the EC gives him or her concerning the performance of his or her functions; and a decision of a court of law exercising its jurisdiction in relation to a question on whether he or she has performed the functions or exercised the powers in accordance with the Constitution and the law, or whether he or she should or should not perform those functions or exercise those powers.

The Electoral Act further requires in its relevant sections the functioning of the FEO as described under the Electoral act and the discretion of the SoE, this ensures the independence and credibility of the organization. These requirements under the act allow for the FEO to build its capacity and operability to ensure the best standards and procedures are in place are respective of fair and credible best practices.

The independence of the FEO's capabilities and operability's are guided and protected in accordance with Sections 9 through 18 of the Electoral Act. The FEO also has complete financial, human resource as well as election staffing independence. These guidance's under the Electoral Act allow for the FEO to continuously build its capacity in anticipation of serving the democratic machinery of the Republic of Fiji.

# FEO Governance and Administration

The FEO is divided into 4 divisions as elaborated below:



**Former SUPERVISOR  
of ELECTIONS**

**Mr Mohammed Saneem**



**DEPUTY SUPERVISOR  
of ELECTIONS**

**Mr Robin Boyd**



**Operations Directorate**

**Ms Anaseini Senimoli**



**Acting IT Directorate**

**Mr Asish Nischal Prakash**



**Corporate Services Directorate**

**Mr Sanjeshwar Ram**



# 2020 -2023 Strategic Plan

Following the 2018 General Election, the FEO embarked on developing its second 4-year Strategic Plan. The FEO established its strategic foundations in terms of its Vision, Mission and Guiding Principles.

## VISION

Our vision is to be recognised as a professional institution that conducts fair and credible Elections broadly representing the will of the Fijian people.

## MISSION

Our mission as Fiji's election management body is to implement internationally recognized election best practices in accordance with the law, effectively regulate political parties and efficiently register eligible Fijians to ensure that we deliver the highest quality of election services under the supervision of the Electoral Commission.

## GUIDING PRINCIPLES

### **Right to vote**

Every citizen over the age of 18 years has the right to vote by secret ballot.

### **One person, One vote, One value**

Every voter has one vote, with each vote being of equal value.

### **A credible single National Register of Voters**

Every registered voter shall be listed on a single National Register of Voters.

### **Independence, Impartiality and Neutrality**

The Fijian Elections Office is an independent body and shows no preference in either speech or action for any individual candidate or political party.

### **Excellence in Service Delivery**

Provide highest quality of electoral services to all Fijians in a professional, effective and timely manner.

### **Good Governance**

The Fijian Elections Office values accountability, honesty, integrity and transparency in all its transactions and will ensure that all legislative disclosures are properly and adequately done.

### **Participation**

Empowering every Fijian to take ownership of the election through active involvement.

### **Innovation**

Strive towards continuous, innovative and practical solutions to contribute towards the evolution of electoral practices in Fiji.

### **Verifiability**

In elections, to mechanise Fijian Elections Office processes so that given the same data and assumption, an independent and impartial Observer can produce the same results.

# The 2022 General Election

On 31 October 2022, the President of Fiji, His Excellency, Ratu Wiliame Katonivere issued the Writ for the 2022 General Election to the Chairperson of the EC, Mr. Mukesh Nand at the State House.

On 01 November 2022, the Nominations Period opened for the receipt of nomination of candidates for the General Election. The FEO also started the process to finalise the Voter List. The FEO printed and distributed the Provisional Voter List 4 times before the Writ was issued. After the finalisation of voter registration for the 2022 General Election, the FEO re-opened its VSC's on 11 October 2022 to facilitate replacement of VoterCards.

Candidate nominations officially closed on 14 November 2022 at 12 noon and the process for withdrawals, appeals and objections was opened the following day. The Chairperson of the EC, Mr. Mukesh Nand issued the Notice of Poll and Notice of Pre-Poll on 16 November 2022. At the conclusion of the withdrawals, appeals and objections, a total of 343 Candidates were approved to contest the 2022 General Election.

The National Candidates List Ball Draw was held on 16 November 2022 at the Civic Center Auditorium in Suva to assign numbers to individual Candidates. The numbers were drawn for all 343 Candidates and the numbers ranged from 173 to 515.

The printing of ballot papers commenced on 16 November 2022 at Star Printery in Raiwai, Suva. A total of 668,850 ballot papers were printed for Election Day. By 18 November 2022 the printing of postal ballot papers concluded and the printing of Voter Instruction Booklets commenced for all postal packages. On 18 November 2022 the packing of postal packages commenced and these packages were sent to postal voters via courier.

All applications for Postal Voting closed on 23 November 2022. Pre-Poll commenced on 05 December 2022 and concluded on 09 December 2022. It was carried out in the Central, Northern, Western and Eastern parts of Fiji. 54,207 voters cast their votes during pre-poll. A total of 9,180 postal votes were admitted to the Count out of the 11,227 that were dispatched by the FEO.

The 2022 General Election was held on 14 December 2022 where 473,910 voters cast their vote. The FEO published provisional results on Election Night as counting progressed at Polling Stations and the official and final results were issued on 18 December 2022. The turnout for the 2022 General Election was 473,910 out of 693,915 registered voters making up 68.3%. The total number of invalid votes was 3326 out of the 473,910 amounting to 0.70%.

The Chairperson of the EC, Mr. Mukesh Nand returned the Writ for the 2022 General Election to the President of Fiji His Excellency, Ratu Wiliame Katonivere on 19 December 2022.

# Key Dates for the 2022 General Election

- **08 October 2022:**
  - Display of Provisional Voter List
- **13 October 2022:**
  - Display of Provisional Voter List concludes
- **31 October 2022:**
  - Writ Issued to the Electoral Commission
  - Voter Registration Closed
  - Political Party Registration Closed
  - Postal Vote Applications opened
- **01 November 2022:**
  - Nomination of Candidates opened
- **14 November 2022:**
  - Nomination of Candidates closed at 12 noon
- **15 November 2022:**
  - Withdrawal of Nomination by 12 noon
  - Objections and Appeals by 4pm
  - EC finalised Appeals and Objections decisions
- **16 November 2022:**
  - National Candidate's List Draw
  - Ballot Paper Production Commenced
- **23 November 2022:**
  - Postal Vote Applications Closed at 5pm
- **28 November 2022:**
  - Ballot Paper Production completed
- **31 November 2022:**
  - Final Voter Lists printed
- **05 December 2022:**
  - Pre-Poll Voting Commenced
- **09 December 2022:**
  - Pre-Poll Voting Concluded
- **14 December 2022:**
  - Election Day
  - Provisional Results announced
- **18 December 2022:**
  - Final National Results Tally handed over to the EC –
- **19 December 2022:**
  - Seat Allocation announced
  - EC Returned Writ for the 2022 General Election to the President
- **20 March 2023:**
  - Report by the SoE pursuant to section 109 of Electoral Act
- **15 June 2023:**
  - Joint Report by the EC and SoE pursuant to Section 14 (g) of the Electoral Act
  - SoE may destroy or cause to be destroyed physical records in relation to the 2022 GE pursuant to Section 153 of the Act



# Planning for the 2022 General Election

The FEO in preparing itself for the 2022 General Election conducted several major workshops. The objective of the workshops was to develop election activity timelines from August 2021 to December 2022. Each Director had to come up with their project activity timelines and demonstrate their plan on how they were going to execute them during the election period.

## Workshop Dates:

- 10 March - 11 March 2020 ( 1st Election Planning Workshop)
- 15 February – 16 February 2021 (2nd Election Planning Workshop)
- 14 - 15 September 2021 (3rd Election Planning Workshop)
- 12 October - 14 October 2021 (4th Election Planning Workshop)
- 15 - 17 February 2022 (Writ to Return of Writ Workshop)
- 04 July 2022 (Election Readiness Workshop)

Through these workshops, project owners were able to identify the stakeholders they needed to work with, the various requirements they needed to comply with, the equipment and venues needed in carrying out their project and the transportation plan of their project.

The timelines given by the project owners were continuously monitored and tested in the form of mock exercises.





# Executive Directorate

The Executive Directorate of the FEO supports the SoE in non-core business areas. The following unit makeup the Executive Directorate and support the office of the SoE with its daily engagement;

- Political Party Management
- International Relations
- Secretariat to EC
- Internal Audit
- Legal Compliance
- Quality Control
- Legal Research and Special Projects

## Political Party Management

The SoE is also the Registrar of Political Parties. The Political Parties Engagement Officer, Mr. Mesake Dawai is the Officer who administratively manages the requirements under the relevant electoral laws. The Political Parties legal framework makes it mandatory for Political Parties and its Office Holders to file declarations of Assets, Liabilities, and so forth with the Registrar and thereafter, the Registrar is required to publish these declarations. The Registrar also maintains the Register of Political Parties.

Since the 2018 General Election, the FEO has deregistered 2 political parties and registered 4 additional ones. The 2 deregistered parties were HOPE and Freedom Alliance.

As at 01 November 2022, there were 9 existing and registered Political Parties with the FEO. These were:

1. All Peoples Party
2. FijiFirst
3. Fiji Labour Party
4. National Federation Party
5. New Generation Party
6. Social Democratic Liberal Party
7. The People's Alliance
8. Unity Fiji
9. We Unite Fiji Party

### Political Party Workshops

The FEO in adhering to section 14 of the Electoral Act is required to hold meetings with political parties to update and discuss matters related to the administration of elections and campaign processes.

The FEO had organised various trainings, demonstrations and workshops for Political Parties during the Election cycle to build capacity and for party officials to better understand the electoral processes.

Below is a list of workshops, Forums and meetings that were organised for Political Parties:

	Event	Date	Venue
1.	Information session with Political Parties for compilation of FEO's Strategic Plan	05 July 2019	FEO Conference Room
2.	Meeting on Audit Guidelines	18 February 2021	FEO Confer-ence Room
3.	Election Preparation Update	24 September 2021	Livestream on FEO Facebook Page
4.	Briefing to Political Parties on preparation for 2022 General Election and Launch of Polling Agents Handbook	30 September 2021	Zoom Virtual Meeting
5.	Handing over of Voting Screens by NZEC	21 October 2021	Live Stream on FEO Facebook Page
6.	Meeting on Submission of Financial Disclosures	02 December 2021	Zoom Virtual Meeting
7.	Update on Preparation for 2022 General Election	21 February 2022	Zoom Virtual Meeting
8.	Launch of the Nationwide Voter Education and Voter Registration Drive	25 February 2022	Grand Pacific Hotel
9.	Meeting, Polling Venue Simulation and Awareness Session	18 March 2022	FEO Conference Room
10.	Stakeholders Forum	30 March 2022	Grand Pacific Hotel
11.	Electoral Processes Workshop	21 April 2022	Level 9 Conference Room, Suvavou House
12.	Launch of Candidates Handbook and Complaints Portal by Electoral Commission Chairperson	25 April 2022	FEO Conference Room
13.	Launch of Polling Venue Directory and Handover of Vehicles	30 June 2022	FEO Warehouse
14.	Political Parties Meeting	07 July 2022	FEO Conference Room
15.	Political Parties Meeting on Nominations Requirements	16 August 2022	Zoom Virtual Meeting
16.	Update on 2022 General Election	14 September 2022	Zoom Virtual Meeting
17.	META Training Session on how to effectively and responsibly use Facebook over an election period	06 October 2022	Zoom Virtual Meeting
18.	2022 General Election Logistics Workshop and discussion of Political Parties Itinerary and Mock Count Simulation	12 November 2022	Suva Civic Centre

# Political Party Declarations

Under section 24 and 25 of the Political Parties (Registration, Conduct, Funding and Disclosures) Act, 2013 all registered Political Parties and their individual Candidates were required to declare their assets, liabilities and income for stipulated periods.

Candidates were required to submit their declarations within 7 days of their Nomination whilst Political Party declarations were due 30 days before the date of the General Election. The requirement for publication of Candidates' disclosures was amended in 2021 which meant that the disclosures were no longer required to be published apart from declarations of assets, liabilities and so forth by political parties under Section 25(1) and (1A) of the Political Parties (Registration, Conduct, Funding and Disclosures) Act, 2013. The FEO published the Political Party Declarations required under Section 25(1) on 24 November 2022.

Additionally, final disclosures pertaining to the 2022 General Election were due to be submitted by Candidates and Political Parties on 13 February 2023.

# Polling Agent Accreditation

According to section 45 of the Electoral Act, Political Parties and Independent Candidates are allowed to appoint 1 Polling Agent to be present at any one time per Polling Station. Polling Agents were required to produce a completed *"Polling Agent Appointment Form"* at the polling station or observation area they were appointed to.

The Polling Agent Appointment Form was provided in soft copy version to all registered Political Parties who then had the responsibility of printing the form onto their letterhead and providing a copy of the same to any polling agent that was appointed by them. In addition, a Polling Agent's Handbook was designed and distributed by FEO to Political Parties on September of 2021.

The 2022 General Election also saw Polling Agents being authorised to make observations at various observation areas approved by the SoE. An itinerary was provided to all Political Parties pertaining to different electoral events that allowed Polling Agent access. Some of these events or observation areas included:

1. Ballot Paper Production;
2. Packing of sensitive material for Polling Day and Pre-poll at FEO Warehouse;
3. Packing of Postal Packages;
4. Verification of Postal Ballots;
5. National Results Centre; and
6. National Count Centre.

# Nomination of Candidates

The nominations process is governed by section 26 of the Electoral Act and the eligibility requirements are outlined in section 56 of the Constitution. The nominations process commenced on 01 November 2022 and closed at 12pm on 14 November 2022. During the period of nominations, the FEO received nominations from 9 registered political parties and 2 Independent Candidates.

All nominating Political Parties were required to submit their nominations in the approved form and accompanied with a deposit of \$1,000 per Candidate. They were also required to submit 1 recent

passport size photo as well as a digital copy in JPEG or PNG format of 300 ppi, a copy of their birth certificate and a completed Police Clearance Form.

After receiving the completed Nomination Forms, the details of each Candidate were verified with the Chief Registrar's Office, Crime Records Office, Department of Immigration and the Official Receiver's Office before accepting the Candidate's Nomination.

### Summary of Nomination Forms Received and Processed:

Political Party	No. Received	No. Rejected	No. Approved
FijiFirst	55	0	55
SODELPA	57	1 (2 withdrawn)	54
FLP	47	2	45
NFP	55	1	54
Unity Fiji	40	1(1 appealed)	39
The People's Alliance	58	3	55
We Unite Fiji Party	22	2	20
New Generation Party	5	0	5
All Peoples Party	15	1	14
Rajendra Prasad (Ind)	1	0	1
Ravinesh Reddy (Ind)	1	0	1
<b>Total</b>	<b>356</b>	<b>11</b>	<b>343</b>

Candidate Statistics by Gender and Age Group									
Gender	18-20	21-30	31-40	41-50	51-60	61-70	71-80	81-Above	Total
Female		2	8	18	13	10	2	1	54
Male		13	25	51	103	86	10	1	289
<b>Total</b>	<b>0</b>	<b>15</b>	<b>33</b>	<b>69</b>	<b>116</b>	<b>96</b>	<b>12</b>	<b>2</b>	<b>343</b>





Candidate Stats by Party by Gender & Age Group										
PartyName	Gender	Age Cohort								Total
All Peoples Party			1		5	2	6			14
	Female						1			1
	Male		1		5	2	5			13
Fiji Labour Party			1	6	11	14	11	2		45
	Female			1	1	2	2			6
	Male		1	5	10	12	9	2		39
FijiFirst			3	10	10	16	15	1		55
	Female			3	1	1	4			9
	Male		3	7	9	15	11	1		46
National Federation Party			2	6	13	18	15			54
	Female			1	3	3	1			8
	Male		2	5	10	15	14			46
New Generation Party				1	1	2	1			5
	Female			1	1					2
	Male					2	1			3
Social Democratic Liberal Party			4	1	12	16	13	7	1	54
	Female		1		5	2		2	1	11
	Male		3	1	7	14	13	5		43
The People's Alliance				4	8	28	13	2		55
	Female			1	5	3				9
	Male			3	3	25	13	2		46
Unity Fiji			2	3	4	12	17		1	39
	Female			1	2	1	2			6
	Male		2	2	2	11	15		1	33
We Unite Fiji Party			2	1	5	7	5			20
	Female		1			1				2
	Male		1	1	5	6	5			18
IND- Rajendra Prasad	Male			1						1
IND- Ravinesh Reddy	Male					1				1
Total		0	15	33	69	116	96	12	2	343

# National Candidates List Ball Draw

On 15 July 2021, the EC conducted a barrel draw on live television and approved 173 as the first number on the ballot paper for the 2022 General Election. There were 343 approved candidates for the 2022 General Election.

Pursuant to Section 36 of the Electoral Act the SoE conducted the National Candidate List Ball which was held on 16 November 2022 at the Suva Civic Auditorium. The draw was conducted live in the presence of the public including members of the diplomatic Corp, media, international observers, and political parties. The draw was aired live on both FBC, Fiji One television and also social media.

There were 343 white ping pong balls used in the draw (equal to the number of Candidates whose nominations were accepted) which were numbered from 173 to 515 and placed inside a specially designed barrel. Section 36 of the Electoral Act requires the Candidates names be announced in alphabetical order with the last name appearing before the first name. The SoE called out the number drawn for that announced Candidate name and this was projected onto the big screen at the Civic Auditorium.

The entire process was repeated until the numbers had been allocated to every Candidate. The National Candidates List showed the Candidate's number, their party symbol, name and their photograph. The National Candidates List was prepared and published in the Gazette and the daily newspapers the following day, as well as broadcasted on radio and social media. Copies of the National Candidates List were provided to the EC, registered Political Parties and their Candidates. The Voter Instruction Booklet also contained the National Candidates List and was widely distributed to all the voters prior to election day as well as handed to every voter as they entered the polling station to vote.



# Ballot Paper Production and Management

The printing and production of the 2022 General Election Ballot Paper was one of the most important projects. After the issue of the writ, the Fijian Elections Office went into action to ensure that the 2022 General Election would be conducted in a timely manner.

Processes and procedures were in place to see that the printed Ballot Papers met the quality and security as established by the Fijian Elections Office and by the Electoral Act.

Given that the Ballot Paper plays an important role in deciding the next parliament, printing process and guidelines were made in line with international standards and practices. The Ballot Paper was printed by Star Printery, who had also printed the same in 2018 and 2014 General Election.

The role for the Ballot Paper Production Coordinator was to work together with the Supervisor of Elections, the Deputy Supervisor of Elections, the Director Corporate Service, the Electoral Commission, the departments within Fijian Elections Office such as Graphics Team, Operations, Command Center, Procurement, Legal, Internal Audit, Transport, Media, EMS team, Fijian Electoral Education Center, Human Resources, Finance and the Logistics team to ensure that the printing of the Ballot Papers for the 2022 General Elections was undertaken successfully and within the guidelines under the law and internal regulations.

The initial phase of the Ballot Paper Printing was to create a Standard Operating Procedure which would outline major events and milestones which will be important to ensure that the printing of the Ballot Papers is done successfully in accordance with the guidelines provided.

Milestones highlighted within the Standard Operating Procedure were:

- Specification;
- Design;
- Printing;
- Schedule;
- Destruction;
- Distribution;
- Reconciliation; and
- Reports.

For the 2022 Fiji General Elections, Fijian Elections Office had the following number of staff which would undertake their respective responsibilities to ensure that the printing of the Ballot Papers was completed within the strict quality targets and the deadlines.

The team consisted of a Ballot Paper Production Manager, 1 Ballot Paper Coordinator 2 Ballot Paper Officers, and 32 Ballot Paper Quality Assurance Assistants. The printing, collating and QA took 12 days to complete and staff worked in 8 hour shifts which was a 24 hour operation.

Summary of Ballot Papers printed for 2022 General Election.

Description	Numbers
Registered Voters	684,488
Polling Station	2069
Postal Ballot Papers	20,000
Pre-Poll Ballot Papers	106,300
Election Day Ballot Papers	668,850
Printing Duration	12 Days



# International Relations

## Electoral Assistance Received

The FEO received key electoral assistance through donation and direct in-kind resources from various countries and donor agencies. These forms of assistance were critical in assisting the FEO in the successful conduct of the 2022 General Election.

Country	Assistance Received
India	Four (4) Mahindra Utility Vehicles and Indelible Ink - \$570,531.88
New Zealand	Result Management Information System and DSoE Salary - \$293,461.43
UK	Election Visitor Program - \$12,809.16
UNDP	Leadership and Media Training - \$168,000 / Stakeholder Engagement on Electoral Education (Community Engagement Project) - \$416,243.52

## Technical Advisors

As per the Strategic Plan (Pillar 2, Activity 2.1.3), the FEO engaged both long-term and short-term TAs from Australia and New Zealand. These TAs were based with the different Directorates and provided technical advice and knowledge sharing with the FEO staff.

The TAs also provided technical advice for support during the Election Period. These TAs were based with key departments as well as with the Divisional Offices. New Zealand's Bilateral support included topping up the salary for the DSoE.

Deployment Details of the Technical Advisors:

Country	Non-Election		Election	
	Number of Electoral Advisors	Based with	Number of Electoral Advisors	Based with
New Zealand	1	Training Operations	1	Training Operations
	1		2	
	1	EC	1	International Relations (EVP)
Australia	1	Operations	1	Operations
			2	Divisional Offices





## International Election Observer Missions and Elections Familiarization Trips Attended by the FEO

Since the successful conduct of the 2018 General Election, the FEO was invited to participate in Election Observer Missions in the region and internationally. This presented the FEO with an opportunity for capacity building and familiarization for Senior Management of the FEO as well as for members of the EC. During these Missions the FEO has been able to build strong Pacific Regional and International Networks.

Timeline	Country	Mission / Election Event	Participation Details
May 2019	New Caledonia	Pacific Islands Forum Observer Mission to Provincial Elections	Attended by the then Legal Compliance Coordinator
April - May 2022	Australia	Australia Federal Election	Attended by the EC Chairperson and SoE
June - July 2022	Papua New Guinea	MSG Observer Group Mission to PNG General Election	Attended by the Manager Industrial Elections
June 2022	New Zealand	Tauranga By-Election	Attended by the EC Chairperson, SoE, Admin. Secretary EC, Manager Public Relations, Director IT and Manager Assets
July 2022	India	Familiarization Visit by the EC Chairperson	Attended by the EC Chairperson, Commissioner Kavita Raniga and SoE
October 2022	Vanuatu	Independent Observer (UNDP Supported)	Attended by SoE

## Election Visitor Program

The Election Visitor Program ["EVP"] for the 2022 General Election was held from Monday 12 December to Thursday 15 December 2022. The FEO received approximately \$159,533.00 in funding from the United Nations Development Programme ["UNDP"] and the UK High Commission in Fiji. The FEO ran the EVP by forming an EVP Secretariat that was coordinated by Coordinator Special Projects, International Advisor (NZEC), Administrative Assistant, Photographer and Driver.

The FEO hosted a total of 34 participants from 11 Countries – Australia, Federated States of Micronesia, Nauru, New Zealand, Samoa, Solomon Islands, Timor Leste, Tonga, Tuvalu, Vanuatu, 1 representative from the International Foundation for Electoral Systems ["IFES"] as well as local participants from Fiji. A total of 35 participants had confirmed attendance, however, due to unforeseen circumstances 1 regional participant from Papua New Guinea and 1 local participant from Fiji were unable to attend.

Selection of the local participants was based on the submission of Expressions of Interest ["EoI's"] to the FEO over a 3 week period, these EoI's were screened based on merit, interest and the outcomes the participant wished to achieve from the program. The FEO received a total of 55 EoI's of which 21 were successful. There was a total of 14 Pacific Regional participants and 20 local participants. The International participants were all members or officers of EMB's in their respective countries. Local participants comprised of CSO representatives, School/Community Election Advocates, Faith based organization representatives, members of the Elections Disability Access Working Group as well as members of the general public.

The EVP commenced with Pacific Regional participants having a workshop on 12 December 2022

During this workshop the FEO displayed and simulated the voter registration, voting and counting process, as well as the postal voting process. After the arrival of all local participants on the same day, the Chairperson of the EC hosted a Welcome Dinner. On 13 December 2022 there was a whole day presentation session by FEO Senior Management and Project Owners on the processes of the FEO as well as for the conduct of the General Election.

On Election Day, the participants visited 3 Polling Venues – Vashist Muni Memorial Primary School in Navua, FEO Shed at Lower Ragg, Namadi Heights as well as the Fiji National Council for Persons with Disabilities Complex. The participants also visited the Command Centre, National Count Centre as well as the National Results Centre. The program concluded with an Election Night Dinner hosted by the Chairperson of the EC at the Tanoa Plaza. All participants dispersed on Thursday 15 December 2022.

Whilst the EVP was compact, it allowed for ample networking and ‘knowledge exchange’ opportunities between interested Fijians, regional electoral practitioners, FEO Senior Managers and the Electoral Commission. This was reflected in the participants comments and feedback in the end of program survey. This EV is the second EVP Fiji has hosted.

## Media Accreditation

The media played a critical part in the execution of the 2022 General Election, as it was responsible for the dissemination of election information to a mass audience.

To ensure that the media disseminated the correct and relevant electoral information, the FEO came up with certain initiatives that would have enabled the media to be well versed with the electoral processes. This included the publication of the Media Handbook on 14 June 2022 which provided key electoral information to uphold the highest level of accuracy, impartiality, professionalism and compliance with the laws of Fiji while reporting on the 2022 General Election. Then on 01 July 2022 the FEO launched an eVuli Training platform which allowed media personnel to learn at their own pace. The training content was developed by IFES and consisted of 4 modules.

This online training was designed to increase participants knowledge of the electoral cycle, principles of effective and balanced election coverage and to explore the media’s role in countering electoral disinformation and hate speech. A total of 133 media personnel enrolled to this eVuli training. Later, on 08 August 2022 the FEO in collaboration with the Fijian Media Association launched the 2022 General Election Media Training. This 1 day training had 40 media personnel from Fiji that attended in person and other members of the Fijian Media Association attended virtually as well. Its main goal was to enhance reporting around elections and participants were also provided an opportunity to clarify any doubts from the Media Handbook or modules on the eVuli Training.

Although the initiatives mentioned above was for voluntary participation, the FEO noted that most local media personnel took part in it before being accredited to cover the 2022 General Election. As were the normal practice media personnel were required to complete the 2022 Media Accreditation Form before being granted an accreditation badge. For local media they were required to be registered with the Media Industry Development Authority before seeking accreditation with FEO. The international media were only required to complete the 2022 Media Accreditation Form.

For the 2022 General Election the FEO accredited a total of 410 media personnel which included 380 local media personnel and 30 international media personnel. Also, a total of 25 media organizations were accredited out of which 12 were international media organizations and 13 were local media organizations.

# Observer Accreditation

For the 2022 General Election, the Minister Responsible for Elections invited the MOG which comprised of 3 Co-Chair countries, Australia, India and Indonesia who had signed their Terms of Reference on 18 October 2022. This was carried out in accordance to section 119 of the Electoral Act.

A total of 97 observers from 16 countries and 2 regional organizations were accredited by FEO. These observers were from Australia, India, Indonesia, Canada, France, the Federated States of Micronesia, Japan, Tonga, New Zealand, Papua New Guinea, Samoa, Solomon Islands, The Republic of Korea, United Kingdom, United States, Vanuatu, as well as the Melanesian Spearhead Group and the Pacific Islands Forum Secretariat.

The FEO prepared a comprehensive itinerary of events to indicate to the MOG the various electoral processes to be observed. This was apart from the request from MOG to observe other electoral events and having regular meetings with them to either inform or clarify with them the electoral activities and its processes.

The following is a non-exhaustive list of engagements with MOG for the 2022 General Election:

Date	Engagement
31/10/22	MOG observed the issue of Writ for the 2022 General Election by the President of the Republic of Fiji.
8/11/22	1st meeting with MOG Co-Lead and Team to discuss on the accreditation process, Observer itinerary and briefing schedule with FEO.
14/11/22	FEO organized the following briefing for MOG Team: <ul style="list-style-type: none"> <li>• Legal.</li> <li>• ICT.</li> </ul>
16/11/22	MOG observed the following: <ul style="list-style-type: none"> <li>• National Candidates List Ball Draw.</li> <li>• Commencement of Ballot Paper Production.</li> </ul>
17/11/22	MOG observed the following: <ul style="list-style-type: none"> <li>• Delivery of 1st batch of ballot papers from Star Printery Ltd to FEO Warehouse.</li> <li>• Demo on storage of ballot papers at the FEO Warehouse.</li> <li>• Dispatch of postal ballot papers from the FEO Warehouse to the Postal Vote Processing Centre in Nasese.</li> </ul>
18/11/22	FEO organized the following briefing for MOG Team: <ul style="list-style-type: none"> <li>• Election Day.</li> <li>• Pre-Poll Voting.</li> <li>• Postal Voting.</li> <li>• Voter Registration.</li> <li>• Polling Venue.</li> <li>• Printing of Voter Instruction Booklet.</li> </ul>
19/11/22	FEO organized the following briefing for MOG Team: <ul style="list-style-type: none"> <li>• Administration of Political Parties.</li> <li>• Nomination of Candidates.</li> <li>• Withdrawal of Candidates.</li> <li>• Complaints.</li> <li>• National Candidate Ball Draw.</li> <li>• Voter Awareness.</li> <li>• Communication strategy.</li> </ul>

21/11/22	FEO organized the following briefing for MOG Team: <ul style="list-style-type: none"> <li>• Finance.</li> <li>• Training.</li> <li>• HR/Recruitment.</li> <li>• Command Centre/Quality Assurance.</li> <li>• Ballot Paper Production.</li> </ul>
23/11/22	FEO organized the following briefing for MOG Team: <ul style="list-style-type: none"> <li>• Warehouse function.</li> <li>• Packing of sensitive and non-sensitive election materials.</li> </ul> MOG observed Presiding Officers [“PO”] and Assistant Presiding Officers [“APO”] Training sessions in the Central Division.
27/11/22	MOG observed the packing of sensitive elections materials for Pre-Poll.
28/11/22	MOG observed the final ballot papers delivery from the Star Printery Ltd to FEO warehouse.
30/11/22	FEO organized the following briefing for MOG Team: <ul style="list-style-type: none"> <li>• Election Visitor Program.</li> <li>• Community Engagement Awareness.</li> <li>• Procurement.</li> </ul>
03/12/22	MOG observed the packing of sensitive election materials for Election Day.
05/12/22 -09/12/22	MOG observed Pre-Poll Voting across the four (4) Divisions and visited 115 Pre-Poll venues.
07/12/22	MOG observed the verification of postal ballots and FEO weekly briefing with MOG.
07/12/22 – 08/12/22	MOG observed Hub Leader Training.
09/12/22	MOG observed the RMIS Training.
11/12/22	EC/FEO Briefing with MOG Co-Leads on the 2022 General Election.
12/12/22	MOG Briefing in which SoE presented on the election readiness of FEO to conduct the 2022 General Election.
14/12/22	MOG deployed a total of 90 observers across all the four (4) Divisions of the country to observe the Election Day processes which includes the voting and counting processes.
14/12/22 - 18/12/22	MOG observed the following: <ul style="list-style-type: none"> <li>• Counting of Pre-Poll and Postal ballot papers at the National Count Centre.</li> <li>• Administrative movement of election materials at the Vodafone Arena.</li> <li>• Data entry of election results in the RMIS at the National Results Centre.</li> </ul>
18/12/22	MOG observed the handover of the Final National Results Tally to EC.
19/12/22	MOG observed the return of Writ for the 2022 General Election by the President of the Republic of Fiji.

## Section 115 of the Electoral Act Accreditation

Section 115 of the Electoral Act requires any person, entity or organisation that receives funding from a foreign government, inter-governmental, a non-governmental organisation or a multilateral agency to seek prior approval from the SoE on any activity they intend to conduct that relates to the General Election. These activities included debate, public forum, meetings, interviews, panel discussions as well as publishing of any electoral materials.

On 25 April 2022, the EC approved the following and published it on the FEO Website:

- Guideline for Applications under s115 of the Electoral Act 2014
- the Application for Approval under s115 of the Electoral Act 2014 Form



- Appeal process
- Appeal on Application for Approval to the Electoral Commission under s115 of the Electoral Act 2014 Form

For the 2022 General Election the information below highlights the number of applications that were received, approved and rejected by the FEO.

Application Received	Application Approved	Application Rejected
8	7	1

The 1<sup>st</sup> application was received on 30 October 2022 from the Fiji Women's Rights Movement. They had organized for a Fiji Young Women's National Convening, Intergenerational Dialogue, Perception Study of Leadership in Fiji Research, soft launch of Perceptions of Leadership in Fiji Research Report during the National Feminist Forum and distribution of the My Guide to Voting Booklet. Their target groups included women's network from across Fiji as well as transwomen, young women with disabilities and young women of both religious and non-religious beliefs. This application was approved on 30 October 2022.

The 2<sup>nd</sup> application was received on 31 October 2022 from the University of the South Pacific Students' Association that was running the 'Your Vote Matters' project that was aimed at scaling up the efforts around the 'Know Your Election' Campaign organized by FEO and UNDP. They had organized interactive workshops and panel/round table talanoa sessions. This application was approved on 01 November 2022.

The 3<sup>rd</sup> application was received on 31 October 2022 from the Fiji National University College of Humanities and Education. They had intended to conduct 3 education workshops targeting Fiji National University students on 04 November 2022, 10 November 2022 and 11 November 2022. The resources for these workshops included PowerPoint slides, handouts and role plays. In vetting these documents, FEO noted inconsistency in the election information to be relayed to the target group. As such, on 02 November 2022, FEO approved the application on a condition that the workshop to be held on 04 November 2022 is to be monitored by FEO. After monitoring this workshop FEO discovered that the election information disseminated during the workshop was inconsistent to the approved FEO electoral processes. This led to FEO rejecting the application on 07 November 2022 which resulted in the cancellation of the workshop to be held on 10 November 2022 and 11 November 2022.

The 4<sup>th</sup> application was received on 07 November 2022 from The Greenhouse Studio who had developed and intended to print voter education materials that were to be distributed to local CSOs that worked specifically with women, youth or LGBTQI. This application was approved on 10 November 2022.

The 5<sup>th</sup> application was received on 16 November 2022 from Rainbow Pride Foundation. They had organized for a one-day sports tournament to promote to Fijians to go out and vote in the 2022 General Election. This initiative was in partnership with Fiji Men's and Mixed Netball Association and included teams from the Central Division and spectators. This application was approved on 18 November 2022.

The 6<sup>th</sup> application was received on 17 November 2022 from The Greenhouse Studio again who had now printed voter education materials in Hindi and iTaukei languages. This application was approved on 23 November 2022.

The 7<sup>th</sup> application was received on 18 November 2022 from Fiji Women's Crisis Centre who had intended to produce banner, social media posters and t-shirts that will publicize the message 'Vote for Human Rights, Justice, Rule of Law, Integrity and Compassion'. This application was approved on 21 November 2022.

The Last application was received on 01 December 2022 from Stagetechn Fiji who had produced videos that had covered topics such as why women, youth and LGBTQI groups should vote, along with get-out-the-vote messaging to the general public. The aim of the campaign was to provide accurate, credible voter education messages aimed at targeted communities throughout Fiji. This application was approved on 02 December 2022.

## Communications & Strategic Development

### Public Relations & Stakeholder Engagement

The FEO adopted a new strategic approach in this election in the handling of public relations and engagement.

The Communications Strategy developed for the 2022 General Election was backed by 3 voter surveys which provided data-based analysis on turnout. The surveys were designed to give ground level opinions on voter perception, voter knowledge on elections, exposure to campaigns, voter ownership of the electoral process and the FEO's outreach penetration. Through the analysis derived from the surveys, structured outreach programs were developed relying on media with most prevalence for dissemination of key messages. Social media was fully exhausted for maximum reach.

New media strategies such as daily live updates on Facebook at 4pm turned out to be highly effective in engaging with voters. Considering this was the 3<sup>rd</sup> election, the media training was done on Moodle followed by a face to face workshop. Incentives were provided to encourage media personnel to undertake the training and as such less incorrect reporting by media was noted for this election. The team further enhanced the Media Itinerary for coverage of election activities adding in more demonstrations and walk-through events that enhanced transparency and provided clarity surrounding critical election processes.

Through effective media campaigns, the FEO recorded 200,000 voter engagements during the first Voter Registration Drive and Know Your Election ["KYE"] Campaign. Bonanza promotions were used as incentives and the FEO rolled out last minute registration drives using 'rush' techniques to attract voters.

The public relations strategy promoted direct engagement at the grassroots level and to this end the SoE and senior staff visited a number of villages and settlements to speak with voters while discussion forums and informal sessions with youths and women groups were also undertaken.

Overall, the public communications and marketing strategy resulted in 473,910 people voting with 0.7% invalid votes. More people voted in 2022 than in 2018 and invalid votes reduced. In order to capture our key target audiences (voters), and to ensure the successful delivery of critical information relating to the conduct of elections in Fiji, a multi-media and multi-lingual voter awareness approach was used based on 6 general themes:

- When to vote
- Where to vote
- How to vote
- All Fijians should vote
- General reminder for Election Day and Pre-Poll voters
- Come & Vote

## Election Information Booklet

The Election Information Booklet [**“EIB”**] was produced in February 2022 as the primary awareness tool, containing all relevant electoral information for the voter. These included instructions on how to vote, illustrations of a standard Polling Station layout and pictorials, methods of voting, counting process, declaration of results and allocation of seats. The EIB was translated into iTaukei, Hindi, Rotuman, Banaban and Chinese. The information below highlights the distribution of the EIB across the country.

Total printed and distributed – 556,710 including:

- iTaukei – 189,630
- English – 228,600
- Hindi – 100,980
- Chinese – 7,500
- Rotuman – 15,000
- Banaban – 15,000

## How to Vote Brochure

The EIB was supplemented with the How to Vote Brochure which contained information on voter registration, how the voter could check their Polling Venue, the steps of the voting process inside the Polling Station with the instructions on how to vote on its cover.

Total printed and distributed – 1,275,000 including:

- iTaukei – 300,000
- English – 750,000
- Hindi – 75,000
- Chinese – 7,500
- Rotuman – 15,000
- Banaban – 15,000

The EIB and How to Vote Brochure was distributed to every voter who attended the awareness session or came for registration services at any of the venues during KYE Phase 1 & 2 as well as during live outdoor broadcasts and outreach activities of the FEO. The FEO had continued to build on voter education during the pre-election period and intensified efforts from the beginning of 2022.

Voter awareness was carried out in different stages in the election year with each phase having its own targeted messaging to ensure that the relevant information was provided and that it was adequately timed for it to be more effective in calling people to action.

## The Know Your Election Campaign Phase 1

The KYE Awareness campaign is the major voter awareness campaign conducted before a general election in Fiji.

The KYE was officially launched on 25 February 2022 by His Excellency the President of Fiji Ratu Wiliame Katonivere and the event was broadcasted live on FBC TV, Fiji TV and on the FEO Facebook page.

The 1<sup>st</sup> phase of the campaign ran simultaneously with the Nationwide Voter Registration Drive from 25 February to 14 April 2022. It was initially planned for 5 weeks but was later extended for another 2 weeks due to high demand.

Teams carried out awareness sessions in schools, villages and settlements and recorded 137,158 direct voter engagements.

The awareness sessions included a flip chart presentation on the electoral processes leading up to the 2022 General Election as well as general information about the voting process. Voters were also provided a copy of the EIB and a How to Vote Brochure at each awareness session.

As awareness ran concurrently with registration, the teams were deployed using the rural to urban approach, starting from the most remote villages and communities and working their way towards peri-urban and urban areas. Special attention was paid to Pre-Poll voting areas and awareness materials were distributed especially those in vernacular languages.

The EC Chair Mr. Mukesh Nand as well as other members were also involved in the voter outreach programs visiting schools, settlements and communities where they were able to speak directly with voters. They also held informal talanoa sessions with participants.

The SoE, Acting DSoE at the time and Director Operations also held similar sessions in the Central, Western and Northern Divisions.

The total budget for KYE/NRD was \$1,578,530.77.

Central	Western	Northern	Eastern
<ul style="list-style-type: none"> <li>• 361 villages</li> <li>• 200 settlements</li> <li>• 68 schools</li> <li>• 86 business houses</li> </ul>	<ul style="list-style-type: none"> <li>• 300 villages</li> <li>• 90 settlements</li> <li>• 69 schools</li> <li>• 83 business houses</li> </ul>	<ul style="list-style-type: none"> <li>• 315 villages</li> <li>• 122 settlements</li> <li>• 69 schools</li> </ul>	<ul style="list-style-type: none"> <li>• 223 villages</li> <li>• 21 schools visited</li> <li>• 7 settlements</li> </ul>

To complement KYE, the FEO ran a mass media campaign to educate voters on the 2022 General Election. These included daily advertising on radio and television, newspaper publications, banners, billboard advertising and Facebook.

The advertisements were based on key messages for the KYE Campaign:

- There will be a nationwide Voter Registration & Awareness Drive
- How to Register
- Get your Blue VoterCard
- Correct your Polling Venue
- Update your voter details
- VoterCard replacement
- How to Vote
- Ask for a Replacement Ballot Paper

Other messages:

- Grab your copy of the EIB
- Schedules [Time and locations where KYE/Nationwide Registration Drive teams would be]

As this was the very 1<sup>st</sup> extensive voter awareness campaign done at least 2 months ahead of the 1<sup>st</sup> possible Writ Day, it focused more on preparing Fijians in terms of ensuring that voters:

- Had enough information on the eligibility requirements for registration and how they could register
- Had a valid VoterCard with up-to date voter details
- Were assigned to a Polling Venue that was most convenient for them
- Knew how to mark their Ballot Paper correctly.



Radio	TV	Newspapers
4,230 spots 3,019 mentions on schedules, registration & VoterCard upgrade	643 spots	Newspaper wraps (25th & 26th Feb) 6-page weekly publications x 7 weeks

The media campaign also included outdoor broadcasts by radio stations at popular hotspots, banners, billboard and sponsored posts on Facebook.

During outdoor broadcast, the SoE also went on air from the venues to encourage voters to come out and access voter services or collect awareness materials.

Radio Station	Location/Venue	Station	Date/Time
CFL	Damodar City	All 5 stations	09 April 11am -2pm
	Damodar City		13 April 11am to 2pm
FBC	Rups Nakasi	4 Stations	26 February 10am-12pm & 2pm-4pm
	Challenge Plaza		08 April 2022, 3pm-7pm
	Damodar City		09 April 1pm-3pm & 5pm-7pm
	Hansons Makoi		13 April 2022 10am-12pm
	Damodar City		13 April 2022 3pm-5pm

Total voter engagement for the Nationwide Voter Registration Drive & KYE was 200,899.

## Pre-Writ Voter Awareness

On 26 April 2022, the official Campaign Period had commenced with 26 May 2022 being the 1<sup>st</sup> possible Writ Day. While the Writ was not issued, the momentum needed to continue to keep voters engaged so from 01 June 2022, the FEO began an advertising campaign that ran on radio, television and social media.

The advertisements were based on 3 thematic areas:

- Campaign Period & Campaign Laws
- Candidates Eligibility & Candidates Handbook
- Eligibility for Postal Voting.

The key messages were designed to provide information that would:

- Assist stakeholders in preparing for the nomination period
- Educate voters and aspiring candidates on the campaign laws in Fiji
- Inform voters on who could apply for Postal Voting which open on the day the Election Date is announced.

Radio and Televisions spots were booked from 01 June till 30 November with CFL, FBC, Fiji TV and MaiTV.

The campaign was temporarily halted on 01 August due to the commencement of KYE Phase 2 during

which the radio and television spots were utilized for the KYE key messages. The campaign resumed from 04 September and continued until 30 October 2022 when the Election Date was announced.

Radio	TV
12,520 spots in total	1,804 spots in total

## KYE Phase 2

A 2<sup>nd</sup> round of registration and awareness was conducted from 01 August to 03 September 2022 following delays in the announcement of the Election Date. KYE Phase 2 ran concurrently with the Nationwide Voter Registration drive.

Whilst rural and maritime areas were covered, the focus concentrated on the urban and semi-urban locations where majority of the voter population resides.

In this phase, the FEO took the approach of 'taking registration & awareness to the doorstep'. Teams were deployed to densely populated settlements, urban hotspots, popular locations in individual streets such as shops and canteens, supermarkets and sporting grounds. 60 teams were deployed for the 5 week exercise. Each team had 3 staff who were both trained in awareness and registration.

An A3 Poster outlining the steps of the voting process was used for awareness. As KYE Phase 1 had already extensively covered the electoral processes leading up to the election, Phase 2 focused primarily on what would happen inside the Polling Station. 1,169 villages, 555 settlements and 174 schools were covered with 43,102 direct voter engagements for KYE.

Key Messages for KYE Phase 2 were same as for the 1<sup>st</sup> phase with more emphasis on How to Vote and Upgrading to the latest Blue VoterCard.

Existing spots with the respective radio and television stations were used to push out messages and the overall campaign was boosted through social media. Weekly publications were done in the Saturday's Fiji Times and Fiji Sun for the schedules of where the teams were visiting as well as the hotspots. Daily schedules were posted on the FEO Facebook page.

## Outdoor Broadcast

Date	Organization	Venue	Stations	Time
20 August	CFL	Tebara Plaza, Nakasi	All 5	10am to 1pm
	FBC	Shop & Save, Nabua	5 Stations	2pm-6pm
21 August	CFL	Hansons Supermarket Carpark, Makoi	All 5	10am to 1pm
	FBC	Laqere Market Car Park	5 Stations	10am-2pm
27 August	CFL	Nasinu Town Council Carpark, Valelevu	All 5	9am to 12pm
28 August	FBC	Damodar City	5 Stations	10am-2pm
02 September	CFL	Rups Plaza, Nakasi	All 5	11am to 2pm
	FBC	Damodar City	5 Stations	4pm-7pm
03 September	CFL	Rups Plaza, Nakasi	All 5	9am to 12pm
	FBC	Damodar City	5 Stations	4pm-7pm

## KYE Bonanza Promotion

The FEO made use of a Bonanza promotion as incentive to encourage voters to register, update their details and upgrade to the latest Blue VoterCard ahead of the election.

The promotion ran twice and coincided with the KYE Phase 1 and Phase 2 Campaigns respectively. Appropriate Terms and Conditions were drawn up by the FEO legal team for the Bonanza and published on the FEO website. Marketing was conducted primarily on social media and radio.

	Duration	Amount	No. of winners	Date of Draw
KYE Bonanza	25 February -14 April 2022	\$30,000	300	20 April, 2022
KYE Bonanza 2	30 July- 03 September 2022	\$10,000	100	09 September 2022

The draws were conducted electronically in the presence of a Police Officer and were broadcasted live on Facebook. The full list of winners were also posted on Facebook as well as on the FEO website.

## Media Training

With this being the third election under the current electoral system, the FEO carried out its Media Training online via the eVuli platform, where members of the media could sign up and participate at their convenience. The training was rolled out on 01 July 2022, and to further enhance engagement in the process, the training was also opened up to journalism students.

As an incentive for media personnel to complete the training, an 'End of Training' Quiz was also set up and prizes were awarded to the highest scorers of the quiz. This project was carried out in 2 phases:

### Phase 1: Journalists/Media organizations (01 July - 31 July)

All local journalists and personnel from media houses accredited to cover the 2022 General Election were invited to participate in this training. A total of 19 Journalists participated in the end of training quiz. As an incentive, the FEO gave out 1 laptop, 1 smartphone and 2 return tickets to Singapore as prizes to the top 4 scoring journalists.

### Phase 2: Journalism students (01 August - 31 August)

The training and quiz were open to all local journalism students or any student in a related field. By the time the Election Date was announced, 92 had participated in the End of Training Quiz.

## FEO Media Events: Writ to Writ

The FEO conducted 102 press conferences from January 2022 until the end of the 2022 General Election. These were vital in order to engage with mainstream media and propagate key messages for voters and other stakeholders. All press conferences, demonstrations, walk-through events and announcements were also broadcasted live on the FEO Facebook page.

During the Writ period, the FEO, in its attempt to be more inclusive, had a sign language interpreter for all important press conferences and events.

A total of 42 press releases were issued in order to update the media on FEO activities during the Writ period. Accredited media were also invited or allowed access to the following key events:

- Issuance of the Writ
- Nomination of Candidates
- National Candidates List Ball Draw

- Printing of Ballot Papers
- Shredding of spoilt Ballot Papers and offcuts
- Packing of sensitive material (Pre-Poll and Election Day)
- Dispatch of Ballot Boxes to the Divisions
- Receipt/verification of Postal Ballots
- Launch of Pre-Poll voting
- Election Day voting
- Counting of Pre-Poll and Postal Votes (National Count Centre)
- Entry of provisional results (National Results Centre)
- Data flush and entry of final result (National Results Centre)
- Handover of Final National Results Tally
- Seat Allocation
- Return of Writ

FEO updates on Election Day were carried live by the national TV news services Fiji One News and FBC News. This was in addition to live Facebook videos run by other news organizations as well as the FEO's own social media accounts.

A Tentative Media Itinerary was circulated to all media on 04 May 2022 to give enough time for media organizations to prepare for their own election coverage.

Accredited journalists were added to an existing media emailing list and invites were sent ahead of the events while the same was posted on Facebook so anyone could tune in at the given time.

### **4pm Live Updates by the SoE**

A new feature on the PR front of the election was the daily 4pm Live Update by the SoE on Facebook during the Writ period. This was an informal approach to keep Fijians updated on the electoral activities that were taking place that day as well as to give out important reminders and information. The live update was also an opportunity for the SoE to answer common queries that the FEO was receiving and also give clarifications on pertinent issues that were being covered in the media or were being discussed on social media.

The 4pm live updates began on the day the Writ was issued and continued until the announcement of results. A sign language interpreter joined the SoE for all the updates and the friendly rapport between the two made the announcements more interesting and livelier to watch and definitely kept the viewers engaged.

### **Media Monitoring**

Media monitoring is critical in terms of ensuring that the correct information is circulating in the public domain and to this end the Public Relations team since 2021 made it a point to have a stringent monitoring routine in place to update management on the coverage surrounding elections in the media as well as on FEO's activities in the lead up to the election. A Viber group was created for the same as it was the most convenient option.

During the Writ period, the Command Centre took up the role of media monitoring and they did so until the end of the election. Articles were vetted against information released by the FEO and clarifications and corrections were issued where necessary.

Local newspapers, television, news websites and social media accounts of news organizations were monitored as well as radio during the Writ period. Media Monitoring also included international coverage of the 2022 General Election as well as popular social media pages.



## Writ to Writ: Key Messages

The key messages going out to the public were strategically placed across different phases in the election year and during the Writ period. For example, information on campaign laws, eligibility for postal voting and voter registration were covered thoroughly in the pre-writ period.

Following the announcement of the Election Date on 30 October 2022, the FEO used all available avenues including paid advertisements to disseminate information focusing heavily on:

- How to vote
- Ask for a replacement Ballot Paper
- Text 1500 to check your Polling Venue
- The Election is on
- Postal Voting Applications open/ To apply for Postal Voting
- Nominations open
- VoterCard Replacement
- Process for Objections
- Visit the FEO website
- Reminder- Postal Applications close on
- National Candidates List is out
- Get your free copy of the VIB
- Election Day is near
- Come and vote
- Iam Voting because Iam Fijian
- Look out for the Pre-Poll Sign
- Pre-Poll Schedule
- Media Blackout
- Election Day is tomorrow/today
- Download the FEO Results App

## Radio Advertising

Radio is an effective platform to reach the masses especially in rural and maritime communities. In the pre-election period, radio was primarily used to push out messages on recruitment of Election Officials and voter registration and from 30 October onwards, the advertisements reflected the key messages relevant to the Writ period.

In the 50-day period, FEO utilized the following spots:

### Fiji Broadcasting Corporation

Type of advertisement	Number of ads/spots
30 second Radio advertisements	4,560 advertisements

The FEO had a radio sponsorship with FBC for 6 months from February of 2022 which expired in July and was later renewed until 31 December 2022. As part of the package the FEO received a total of 60 mentions per day across 5 of its stations in addition to 103 advertisement spots per week. The 6-month package cost \$30,360VIP.

The FEO also purchased 10-minute spots on Radio Fiji one and Radio Fiji Two for announcement of the Pre-Poll schedule from 05 - 09 November, 2022. The announcement aired at 6.30am. Only FBC had been able to accommodate the 10-minute block spot that was necessary to read out the full schedule.

## Communications Fiji Limited

The FEO engaged media and publication houses on 'package basis' deals to ensure value for money as well as high levels of engagements.

### Outdoor Broadcasting ["OB"]

OBs were effective in creating hype on radio as well as attracting people to FEO tents where they could meet popular radio personalities and access voter services and awareness materials. When the announcers would go on air for their update, the PR team did live crossovers on Facebook so both platforms were used simultaneously to get the message out. During the Writ period, the FEO increased its OBs during which the PR team as well as Divisional teams distributed VIB and election merchandise such as caps, tote bags and bumper stickers.

OBs were also done on Election Day by both CFL and FBC on all of their radio stations to encourage people to come out and vote.

Date	Organization	Venue	Stations	Time
30 October	FBC	Damodar City	4 Stations	2pm-5pm
31 October	CFL	Rups Plaza, Nakasi	All 5	10am-2pm
	FBC	Damodar City	4 Stations	
26 November	CFL	Nadi Dais	All 5	2pm to 5pm
02 December	FBC	Suva VSC	4 Stations	4pm to 7pm
03 December	CFL	Damodar City	All 5	3pm to 6pm
09 December	FBC	Sugar City Mall, Lautoka	4 Stations	3pm to 6pm
10 December	CFL	Damodar City	All 5	3pm to 6pm
14 December	CFL	Damodar City	All 5	10am to 1pm
	FBC	Rups Nakasi	4 Stations	9am to 1pm & 2pm to 6pm

### Television Advertising

Type of advertisement	Number of ads/spots
30 second Radio advertisements	3,240 advertisements *607 announcer mentions

All television advertisements for the 2022 General Election – including the 5-minute educational videos were produced in-house by the FEO.

The Public Relations team has a camera operator/photographer as well as a videographer who was able to shoot and edit video advertisements.

For all major campaigns, the FEO produced its own content for national TV broadcasts as well as for social media promotions. Existing staff were used as talent in all video productions. All scripts were also written in-house with multiple layers of vetting and approvals. A marketing strategy used for this election was getting rugby players from the Fiji Sevens Men's and Women's team to do FEO advertisements with Jerry Tuwai among other prominent players endorsing elections messages from registering as a voter to giving instructions on how to vote. The FEO is now fully in control of all video content, which will be vital for future Election coverages.

The information below outlines the number of advertisements, and from which commercial service provider, by medium.

### Fiji Broadcasting Corporation

Type of advertisement	Number of ads/spots
30 second TV advertisements	566 spots

### Fiji Television Limited

Type of advertisement	Number of ads/spots
30 second TV advertisements	446 spots

### MaiTV Limited

Type of advertisement	Number of ads/spots
30 second TV advertisements	246 spots

The FEO also produced five-minute educational videos called KYE segments which aired every night on Fiji TV and FBC TV during prime-time viewership. Following the issue of Writ, the 4 videos played over 20 days. On Fiji TV it was just before the 6pm news and on FBC, it aired before the 7pm news. The subjects were:

Key dates and events in the electoral process for:

- Postal Voting
- Pre-Poll Voting
- Election Day Voting

### Live coverage of FEO Events on Television

The following events were broadcasted live on both FBC and Fiji TV:

- Launch of the Know Your Election Campaign- Phase 1
- Issue of Writ
- National Candidates List Ball Draw

The events were also live streamed on the FEO Facebook page.

### Radio and Television Talkback Shows

The SoE as well as other senior staff of the FEO went on talkback shows 11 times during the Writ period to raise awareness. On radio, listeners were able to call and directly ask questions and get clarifications.

Talkback Show	Platform	Language	Date	Guest(s)
For the Record	TV	English	11 December 06 November	SoE
Close up	TV	English	06 November	SoE
Straight Talk	Website	English	01 December	SoE
Na Vakekeli	Radio	iTaukei	01 December	Director Operations
Drishtikon	Radio	Hindi	29 November 22 November	SoE
Speak Your Mind	Radio	English	29 November	Manager Legal & CCEI Coordinator
Na Ketekete Nei Nau	TV	iTaukei	23 November	Director Operations & Political Parties Engagement Officer

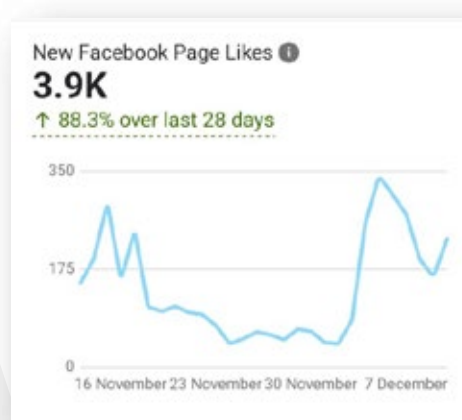
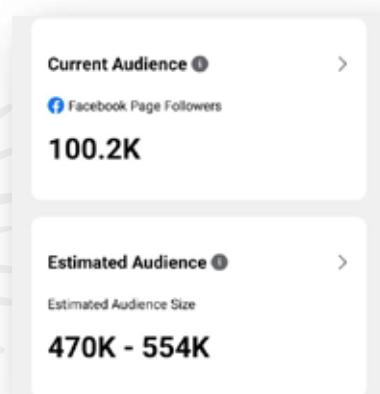
Aaina	Radio	Hindi	22 November	SoE
Breakfast @FijiOne	TV	English	22 November	SoE

## Social media

In the Pre-Election Voter Survey undertaken by the FEO, it was found that 56% of the voting population relied on social media for election information. The FEO capitalized on this, to get information out to people especially the young and the middle aged.

The FEO primarily used Facebook being the most common social media platform used in Fiji, as was revealed through the Voter Survey. The FEO Facebook page has 100,000 followers and an estimated audience of over 400,000.

As marketing on Facebook was more cost effective, the FEO invested into sponsoring posts that reached thousands of Fijians. Meta's Ad Centre allowed the team to run effective online campaigns as well as monitor its success.



To further expand its social media reach, the FEO launched its TikTok page on 03 November 2022 and the first video had over 139,000 views.



As misinformation and fake news are common on social media, the FEO had reached out to both organizations ahead of the election and worked with them to manage engineered disinformation as well as misinformation during the election.

## Digital Screens & Billboards

- Between 01 July till 30 November 2022, the FEO had content displayed on 4 digital screens with 100 spots on every screen per day.
- The FEO also erected a billboard at the St. Stephens premises, a prominent location within Suva City for awareness.
- As a final push before elections, the FEO procured spots on 6 digital screens with 15 second advertisements being displayed 1,440 times per day on every screen. This commenced on 09 December and continued till 12 December, 2022.

## FEO Website

For this election, the FEO revamped its website [feo.org.fj](http://feo.org.fj) and re-launched it with the KYE campaign on 25 February 2022. The website includes disability friendly features. Users with visual impairments can increase the size of the font or even enable an automated readout of the text on the page.

The website was designed to operate as an information hub for the 2022 General Election and for this purpose new webpages were created to allow users to easily navigate and access all important information related to a topic on the same link. The website content was further expanded since the 2018 General Election to have more information readily available for stakeholders.

## Lavetiviti

The Lavetiviti is a periodic publication by the FEO to update stakeholders on electoral activities and events. It was published quarterly during the non-election years and monthly in 2022. Between 2018 and the 2022 General Election, 18 issues of the newsletter were published on the FEO website and shared on social media.

On the day the Writ was issued, the Lavetiviti containing important timeliness leading up to the election, was distributed at the event. The FEO released its 25<sup>th</sup> Issue on 13 December, just before Election Day.

## E-Talk

This was a 5-minute segment featuring conversations with the SoE which was published on social media. It followed a talkback show setup in which the SoE was interviewed on the electoral process or on pressing issues related to the election where clarifications were needed. A member of the PR team hosted the segment. 8 episodes were released in 2022.

## ENews

Elections can be a very technical area so apart from informing stakeholders on what was happening it was also critical that individual processes were broken down and explained in layman's terms so a wider audience could be kept abreast with electoral activities.

The ENews which is short for Election News is a video segment that was produced periodically during the election year and then weekly once the Writ was issued. It followed a news bulletin format and provided updates and explanations on various events and activities that were undertaken as the election timeline progressed in the lead up to 14 December. The ENews was posted on the FEO Facebook page on

every Friday afternoon after the Writ was issued.

A total of 16 ENews episodes were produced in 2022 and the last one aired on Facebook on 23 December wrapping up the results and return of the writ.

## New Initiatives:

### Voter Survey

In line with international trends in elections, the FEO carried out 2 voter surveys ahead of the 2022 General Election.

The Pre-Election Voter Survey was conducted between 21 January to 11 February 2022. Findings from this survey shaped the KYE campaign in terms of the strategy for delivering voter awareness as well as the design of key messages.

The survey had asked voters on whether they were on the latest Blue VoterCard, if their residential address and voter details were up-to-date, their preferred medium for receiving election information, voter behavior in terms of whether people verify information on social media and their interest in politics, in reading manifestos and voting in the 2022 General Election. The survey had also posed perception questions that sought to gauge voter confidence in the electoral process.

9,576 responses were analyzed following the data validation process.

The FEO followed up with another voter survey in August to gauge voter preparedness ahead of the election and identify if there were any gaps in voter awareness or access to voter services. This was after a comprehensive nationwide registration and awareness drive had already been completed.

For the Election Readiness Survey, 8,154 responses were received.

The questions asked respondents if they knew that an election was going to happen soon, if they knew how to vote, if they were aware of all political parties, if they had come across material from the FEO and so forth. The results identified trends for the 2022 General Election and possible opportunities for parties and candidates.

To an extent, the Communications Strategy for this election was also somewhat shaped by the Voter Turnout & Survey Report following the 2018 General Election which had provided analysis on the turnout trends by age, gender and geographical location. The Voter Survey had also revealed insightful trends that were later incorporated into awareness. For example, according to the voter survey, the most common reason for not voting in 2018 was that voters had moved and had not updated their residential address. Therefore, the FEO since the beginning of 2022, pushed out messages to urge voters to Check and Correct their Polling Venue.

### KYE Quiz

The KYE quiz competitions were a popular feature in the non-election year as well as during the build up to the election to engage with young voters.

- First quiz held on 15/09/2020 – 256 teams
- Since then 11 quiz competitions – 12,083 teams in total

The FEO wrapped up the quiz competition series with the last Quiz on 27 November 2022.

## I VOTED Sticker

Another new initiative for the FEO was the I VOTED Sticker which was handed to every voter as they exit the Polling Station after voting.

The idea behind this was to instill a sense of patriotism in having participated in the democratic process and was something for voters to put on with pride. Fijians posed with the sticker after they voted, they shared the photos on social media and that was what the FEO had hoped for with this initiative.

## Election Channel

For the 1<sup>st</sup> time in Fiji, an election management body had run its very own election channel in the lead up to a general election. The FEO partnered with Walesi and launched Channel 14 on 22 November 2022. For the next 26 days, the FEO ran all its voter awareness advertisements, 5-minute educational videos and election documentaries on the free to air channel. The FEO also produced specialized material such as a detailed demonstration of the counting process that premiered every night at 7pm and was designed to enhance transparency and build confidence in the election process.

Prior to Election Day, the FEO displayed the National Candidates List in video format on the election channel as this was a more cost-effective method for display as opposed to procuring billboards.

A TV Guide was developed for the Channel and shared on Facebook.

Since its launch until the handover of final results, FEO press conferences and announcements were also broadcasted live on the channel.

The total cost incurred for this initiative was \$25,000VEP.

Walesi is available in majority of the local households since the nation switched to digital television. The FEO noted that advertising on media platforms is an expensive feat and investing into a channel that was fully dedicated to the election allowed the FEO to run as many advertisements and awareness material as necessary with full flexibility and opportunity to occupy primetime spots at a fraction of the cost.

## Walesi Timetable

Channel 14: TV Guide	
6.00 am	Voter Awareness
9.00 am	National Candidates List Display
10.00 am	Know Your Election segment
12.00 pm	National Candidates List Display
1.00 pm	E-Talk
2.00 pm	Documentaries
3.00 pm	National Candidates List Display
4.00 pm	Voter Awareness
5.00 pm	TikTok Hour
6.00 pm	National Candidates List Display
7.00 pm	Special Segment: Election Count Process
8.00 pm	Know Your Election segment
8.30 pm	Voter Awareness
9.00 pm	National Candidates List Display

10.00 pm	Voter Awareness
11.00 pm	National Candidates List Display
12.00 am	Ball Draw National Candidates List Display

## Centre for Credible Election Information

The CCEI was established on 13 January 2022 as a tool to counter misinformation, fake news and disinformation before and during the election. It had 2 staff based within the PR team and a web developer. A website and Facebook page were created through which the CCEI performed its functions.

### CCEI Objectives

The CCEI was also mandated to provide credible election information to the general public. The following 4 objectives describes the scope of activities undertaken by the CCEI during the 2022 General Election:

Objective 1: Produce and publish information on the 2022 General Election.

Objective 2: Support the FEO's publications framework in terms of dissemination of credible election information.

Objective 3: Actively provide clarifications and responses to information that is either misleading or incorrect in relation to the election processes.

Objective 4: Work with agencies to remove misinformation from various platforms including the application of section 144 of the Electoral Act 2014.



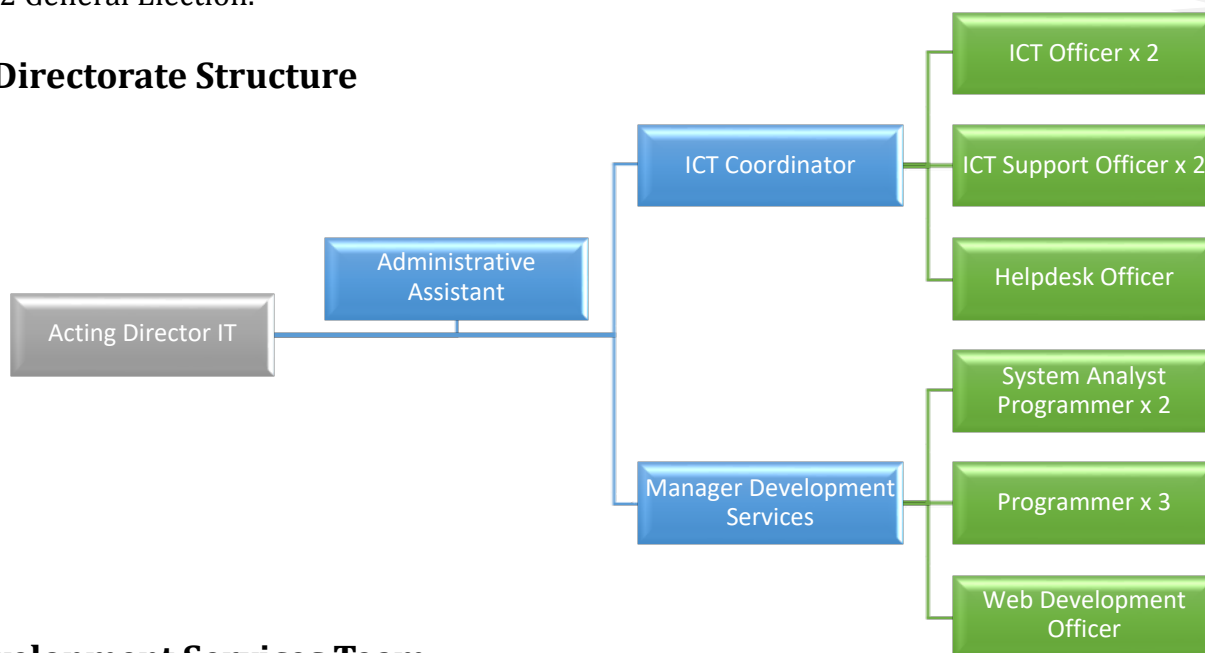


# Information Technology [“IT”] Directorate

The IT Directorate was formally activated in August 2021 which consisted of the 2 streams – Development Services and ICT Department. This team was initially led by the SoE until May 2022 when the Acting Director IT role was handed over to the Manager ICT Infrastructure.

The IT Directorate played a vital role in the design and development of IT based solutions of the modern era to facilitate the work of the FEO. The IT Directorate also carried out hardware maintenance, networking solutions and provided technical support throughout the year until the successful completion of the 2022 General Election.

## IT Directorate Structure



## Development Services Team

The Development Services team within the IT Directorate was responsible for and supported all websites, web portals, web and desktop applications, specialized software's built for the FEO, mobile applications and everything related to software development and programming. This team worked on the following projects in preparation for the 2022 General Election.

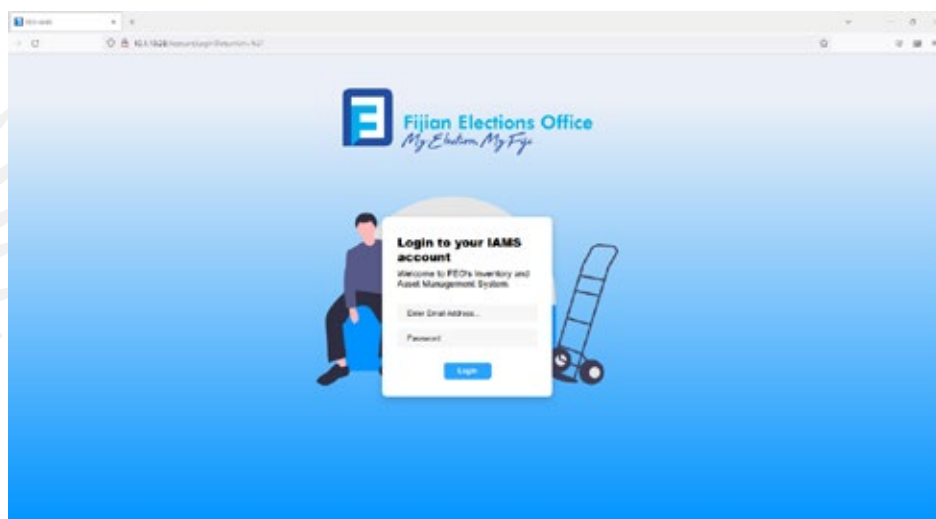
## Online Recruitment Management System (ORMS)

An online recruitment web portal was developed in 2021 and hosted on the cloud platform which could be accessed by anyone on the internet. All FEO vacancies were advertised on this web portal and interested applicants could register themselves and apply for any 1 of the vacancies that was listed. This new service brought in a change in how applicants could easily find out about vacancies in the FEO and submit their applications. With the availability of this new service, applications were received quicker and communications between FEO and the applicant via email could be done with ease. The biggest difference was the reduction in application and position assignment processing time.

Since the activation of the <https://jobs.feo.org.fj> web portal the FEO has advertised and received the number of applications as shown below:

	Vacancies	Applications		Total
		Submitted	Not Submitted	
Normal Positions	55	4,898	8,522	13,420
Election Positions	2	4,157	1,900	6,057
<b>Total</b>	<b>57</b>	<b>9,055</b>	<b>10,422</b>	<b>19,477</b>

## Inventory and Asset Management System (IAMS)

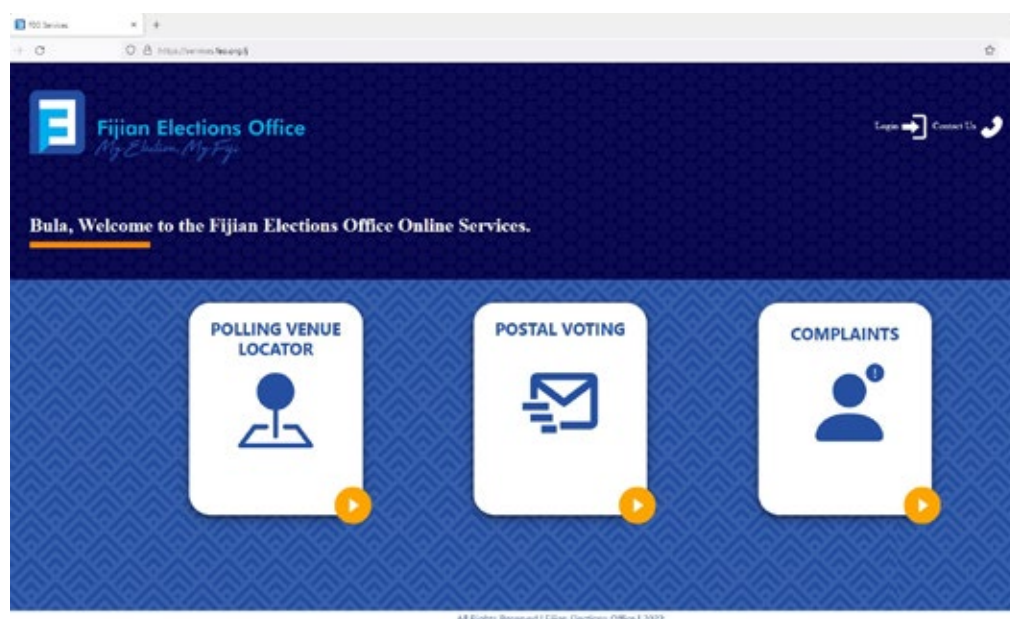


The IAMS or Inventory and Asset Management System was developed by FEO programmers and USP Students as part of their study project and practical assignment in 2020-2021 and fully deployed for production use in 2022. This product was solely designed and developed for the FEO Warehouse Team to manage the stock and transfer of items. The warehouse team were trained on the characteristics of the web application and how to use it. The IAMS Web Application was hosted on a local server at the FEO Server Room and it was only accessible over the FEO Network or via Virtual Private Network ["VPN"] Access.

To date, the Warehouse Team have been successfully using this system and it was also used at the 4 Divisional Offices during the Election period in relation to the transfer of items from the main warehouse to the Divisions.

Site Address: <http://feo-iams-01.feo.org.fj/Account/Login?ReturnUrl=%2F>

## Online Services Portal



An online web portal was developed and hosted online on the cloud platform (<https://services.feo.org.fj>) providing the following services:

1. **Polling Venue Locator** – this service was used to locate the voter's Polling Venue which also had a google map marking out the Pre-Poll, Polling Day and Voter Service Centre locations.

2. **Postal Voting** – this service had 2 sections – application download and application submission. Any Voter that opted for Postal Voting had to use this platform whereby the voter could download the application form, fill in the required details and then submit their Postal Voting application.
3. **Complaints Portal** – this platform was specially designed and developed for voters to submit in their complaints and issues regarding any electoral process. All submissions on this portal was managed and handled by the Administrative Secretary in the Executive Department.

## e-Vuli – FEO Online Learning Management System



With the formation of the Training and Development Unit [“TDU”] an important and state of the art system was also introduced in the FEO – Online Learning Management System. This online platform was developed and designed using Moodle which is a free open source learning management system. This learning platform was established and made available in production in 2021. The TDU staff were trained on the platform and once completed, the TDU managed all the online courses till to date. This new learning platform proved to be very effective in rolling out trainings especially during the Covid-19 period where staff used to work from home but yet they were able to connect via VPN.

The initial setup was hosted in house within the FEO Office network and later relocated to the public facing cloud platform as more courses were being scheduled on the online platform for internal, external staff and stakeholders.

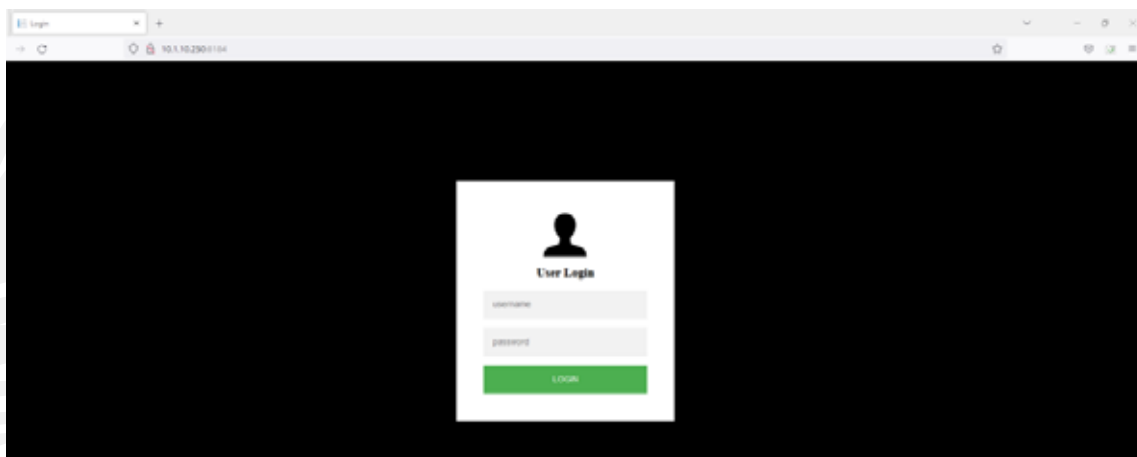
The implementation of such a solution really had a positive outcome transitioning from face to face to an online method of study which gave participants the flexibility to do it at your own pace, time and location.

The Site address was: <https://evuli.feo.org.fj/>

## Elections Official Recruitment System [“EORS”] – Upgrade

The EORS desktop application was again being used in the field recruitment drives in 2021 and 2022. Some changes were made to the application as requested by the Recruitment Team in HR. The field setup and solution had worked perfectly without any issues and the HR Team were able to successfully conduct the recruitment of Elections Officials as they had planned.

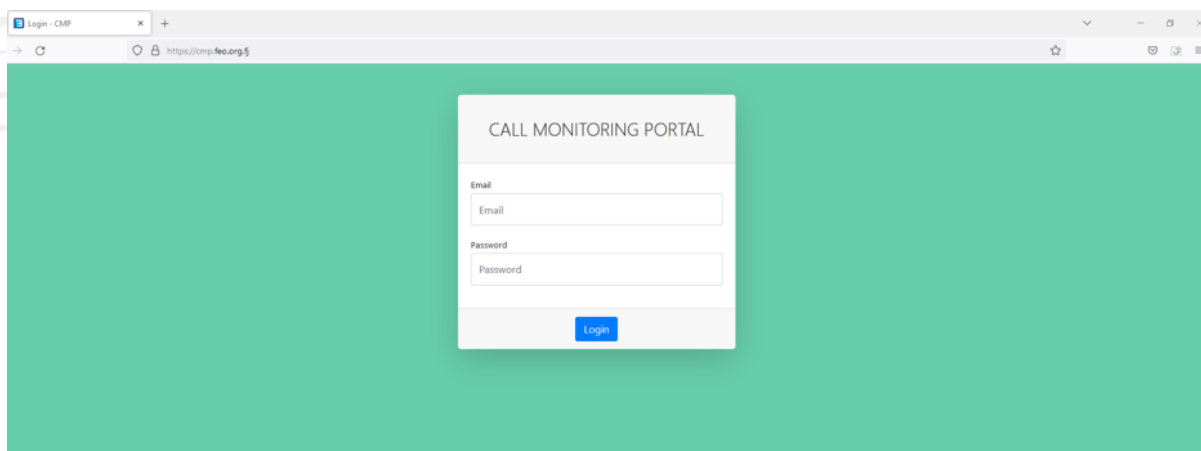
## EVR Document Manager



A new document uploader and viewer was built whereby the EVR Team could scan and upload all the forms received at the VSC's. Previously all forms were kept as hard copies and a special project was scheduled just to scan and make soft copies of the forms. With the implementation of this web portal, staff at the VSC's could easily upload and also conduct search on any voter and their previous records.

This web portal was hosted locally and not available publicly on the internet - <http://rmis-test.feo.org.fj:8184/>

## Call Monitoring Portal (CMP)



A web based online portal was designed and developed to manage the calls made to Elections Official regarding their availability, verify voters during data cleaning, and so on. This platform was built basically to assist and handle projects that required large number of calls to external stakeholders and keeping a record on the response status and outcome. This application was used more by HR and EVR Team.

The web portal was hosted on an existing cloud server on Azure and the site was created as a sub domain – <https://cmp.feo.org.fj>

## Central Processing Centre [“CPC”] Portal

With the introduction of a new function and department (CPC) in the Ballot Paper Count and Results tabulation process, a new web portal was developed to assist in the managing of ballot boxes, ballot papers and Protocol of Results [“PoR”] after Election Day when counting and results processing had started. This platform actually showed a User on where a particular item is between Logistics, CPC,

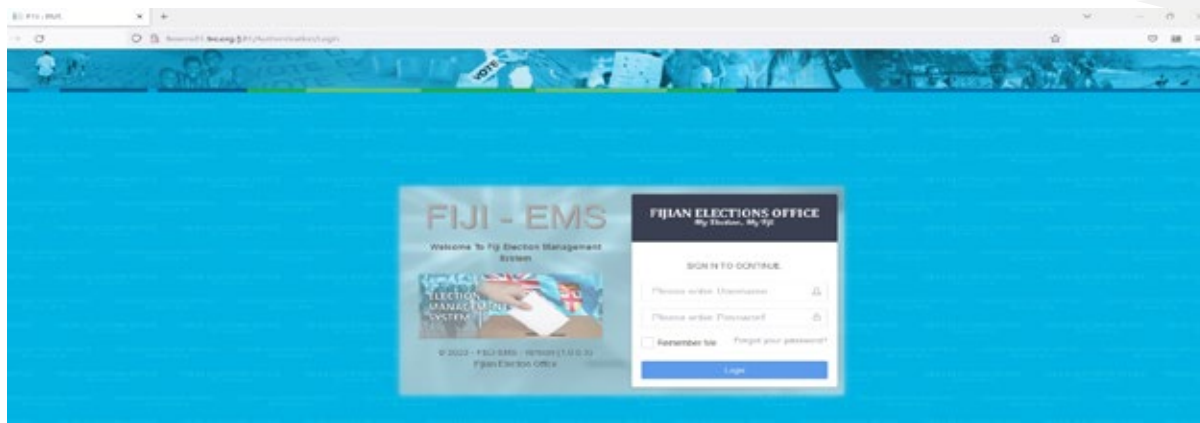


National Count Center and National Results Centre.

Since all items were labeled with barcodes the movement of items could easily be done using barcode scanners. All staff using this system were fully trained before it was deployed into the LIVE environment.

A dedicated standalone server was used on site and hosted at the National Results Centre. A secondary server was also available for backup. The CPC Platform had a dedicated network of its own which was linked between Vodafone Arena and FMF Gymnasium.

## Election Management System [“EMS”]- updated



The EMS that was developed and used in 2018 was again used in 2022 with upgrades and enhancements done on the features of the system as required for the different projects. Updates were done on Polling Venues, Postal Module, Logistics Module, Candidate and Party Registration and Voter List with the new information available for the 2022 General Election.

This system was hosted locally and only accessible on the FEO Office network. Access to the EMS Web Portal from a remote location was provided over a VPN Connection. These were to offices such as Area Office, Logistics Area at Vodafone Arena, Training Sessions and staff working from home.

The Site Address: <http://feoems01.feo.org.fj:81/Authentication/Login>

## FEO Website – updated



A complete overhaul was done on the FEO Website <https://www.feo.org.fj>. The website was given a completely new look and was transformed into a very modern and professional website. The update included balloon site links and popups, registered voter number displays and so on.

A new server was built and allocated for this website on the Azure cloud platform which had all security

enhancements applied and was scaled up during the Writ to Writ period for performance.

The new look website was officially launched at the National Voter Registration/KYE Launch in 2022.

## Birth Registration Number [“BRN”] Application

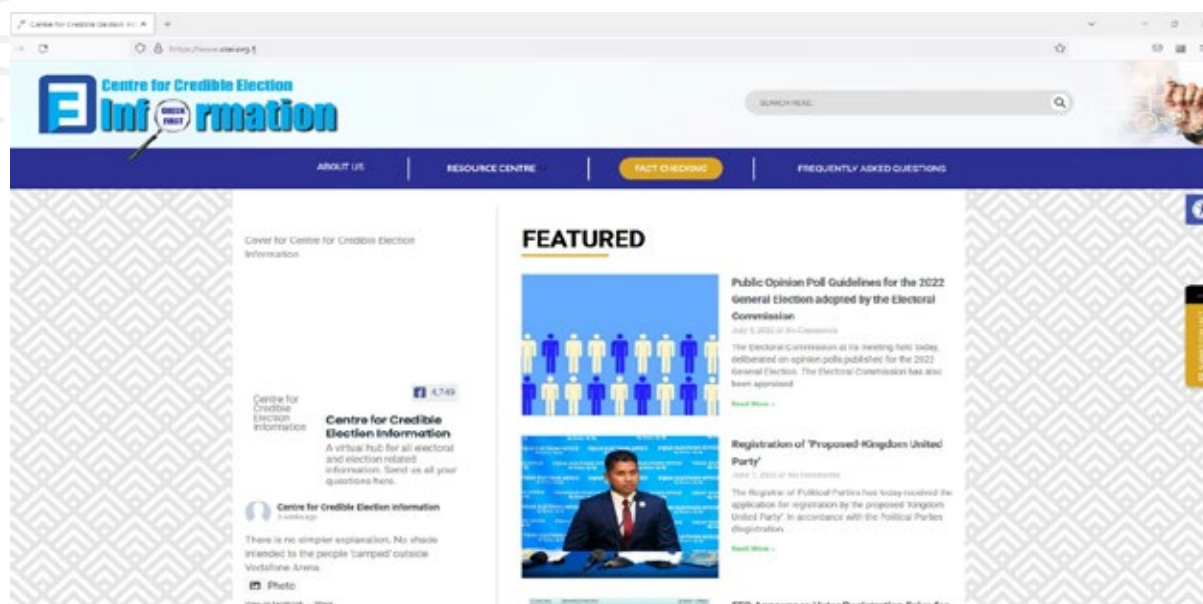
During the voter registration projects in 2021 and 2022, there was a requirement for voters to bring in their birth certificates since there was a change in voter name registration as it was supposed to be exactly the same as on the birth certificate. Adding to this was the high number of requests due to the financial support provided by the Fiji Government to families during the Covid-19 pandemic whereby the voter ID was required when applying for financial assistance.

The FEO held meetings with Births, Deaths and Marriages [“BDM”] Registry and were able to obtain the complete birth registration records and then developed a desktop application through which a user could easily search for a particular person’s birth registration number.

This search desktop application was installed on all EVR Kit laptops and this enabled the registrations staff to be able to search BRN for a particular voter and get their EVR details updated easily. It also lightened the burden on the voter in terms of bringing in their birth certificates as most voters had problems in obtaining their birth certificates.

The FEO also signed up with Digital Fiji on their Data Exchange Platform to access latest and updated data from BDM on a scheduled timeframe. With this service and access in place, the FEO now has much more information related to a voter which helps in updating of voter details and maintaining a more credible National Voter Record.

## CCEI Website

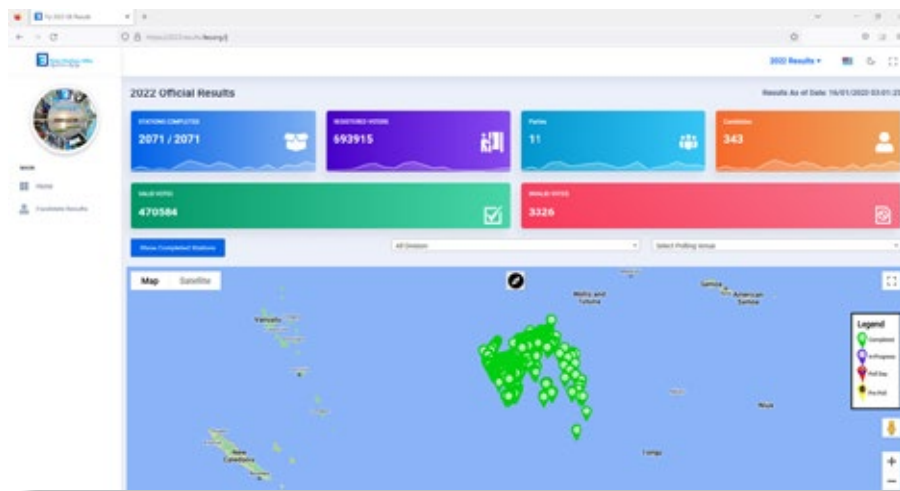


A new section was introduced within the Communications and Public Relations Department to handle credible information and respond against fake news. A website was developed especially for this platform where correct information related to Election was being posted and credible information displayed in response to any fake news.

This platform acted as the virtual hub for all electoral and election related information.

A new domain was registered and a dedicated server was provisioned and built on the Azure Cloud platform to host the new website. A new email domain was also created for this platform.

Site Address: <https://www.ccei.org.fj>

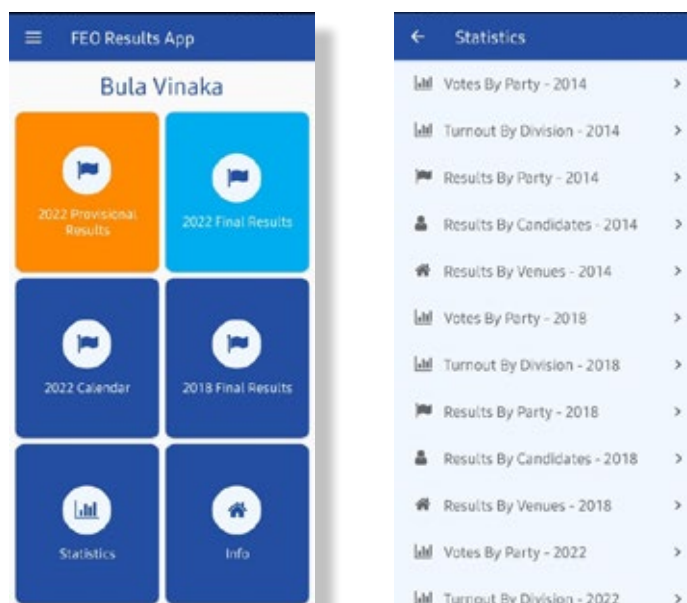


## Presiding Officers [“PO”] – Mobile App and Website

A new solution was introduced in the 2022 General Election for the transmission and delivery of data and information from the Polling Venues on Election Day. A mobile application and a linked web portal were developed for the sole purpose of tracking the progress of opening of polling venues, attendance of staff with the option of taking photos of the PoR and submission up till the end of day closure of the venue.

The Hub Leaders were provided access to the website in which they could view the status of each polling venue all throughout Election Day.

## Results Management and Information System [“RMIS”]



The same RMIS system bought by the FEO in 2017 was used for the 2022 General Election. Some enhancements were done to the system in preparation for the 2022 General Election. The system was tested during the simulation exercise early in 2022 and results processing were tested thoroughly with excellent outcomes.

An audit was conducted on the RMIS Web Application by an external audit vendor named Xiarch who had 2 staff based in FEO office for 2 weeks to successfully run the audit, verify the changes and updates and provide a certificate and report on the final outcome. The auditors had successfully passed the RMIS Web application to be used for the 2022 General Election. Future upgrades and changes were identified



and shall be implemented when preparing for the 2026 General Election.

An overall National Results Centre security solution was also discussed and vital areas were marked with necessary solution such as CCTV in Server Room, zero RDP access to RMIS Server and so on.

## Political Party Verification Application

A new method of providing copies of the PoR was planned whereby a booth was setup for each political party which had a laptop connected to it and a desktop application was developed in which party agents could login and then view and download copies of the PoR. This setup proved to be a better solution as political parties and agents had simpler and easier access to the PoR rather than having each copy printed and handed over.

## Results Mobile App and Website

An upgraded version of the FEO Results App was developed in 2022 for the General Election. This version also incorporated the 2018 Official Results. The statistics section has the 2014, 2018 and 2022 stats as well.

A new website was developed and hosted on the Azure cloud platform to display the 2022 General Election results as well. This website only showed the 2022 Provisional and Official results including:

- Total Stations Completed
- Total Number of Registered Voters
- Total Number of Parties
- Total number of Candidates
- Total Valid Votes
- Total Invalid Votes

The website also consisted of a Google Maps display marked with Pre-Poll and Poll Day Venues and their status.

Site Address: <https://2022results.feo.org.fj>

## Glitch in the Results Process

On the announcement of the provisional results on 14 December 2022, the FEO encountered a Glitch in the release of the results process. In its preliminary findings, it has been identified that it was a human error rather than a system error. In the process of manually transferring the data from the RMIS to the FEO Results App the wrong set of data was mistakenly transferred from the RMIS database to the FEO Results App.

The FEO is aware of the public interest in the Glitch incident and at the time of releasing this report it is currently facilitating an external audit of the RMIS and Results App to determine the actual cause of it and if there was any 3<sup>rd</sup> part interference, a thorough report into this incident will be published at a later date upon conclusion of the external audit.

## ICT Infrastructure Team

The ICT Infrastructure team is responsible for the whole ICT Systems and Networks for the FEO. This team supports the day to day and project requirements run by the FEO and ensures that everything is running well. The ICT Team is focused on providing feasible solutions for the office and projects therefore it is always working on improvements and innovation.



Listed below are some new and existing projects that the ICT Team worked on and provided solutions and support for the 2022 General Election.

## Disaster Recovery [“DR”] Site

After the 2018 General Election, the DR site that was setup at Vodafone had been decommissioned and was setup at the FEO Server Room. There was a serious need to have a permanent DR Setup and this was implemented at the ITC Service Data Centre at Berkeley Crescent in Suva.

A new solution was designed and existing server equipment were used to host the DR site. The FEO only had to pay for the monthly cost for the Wide Area Network [“WAN”] Link as the hosting of equipment, rack space, power and air conditioning were provided free of charge which resulted in a huge savings for this project.

The following items were used to set up the DR Site.

Equipment	Qty
Dell PowerEdge R730 Server	1
QNAP Network Attached Storage	1
Cisco 2960 Series Switch	1
20mbps WAN Link	1

## Uninterruptable Power Supply [“UPS”] – upgrade

The UPS at the FEO Server Room was upgraded and a new design was put in place to provide backup power support in times of power outages and fluctuations. There were 2 existing UPS – 6Kva and 9Kva which provided unbalanced backup and did not have any monitoring in place. A new 10Kva APC UPS was installed which can handle the Server Room load for approximately 30mins.

The new UPS had the notification feature which was important in terms of monitoring power status. Additionally, the UPS unit had a temperature monitoring sensor through which the ICT Team can be alerted/notified if there are changes in temperature that is not suitable for the equipment inside the server.

## VPN Solution

A new method of remote access and getting staff or users to connect to the FEO ICT Services was designed, tested and later implemented which worked successfully and provided a safe and secure network and service access. The VPN Solution used was configured on FEO existing firewalls and end users had FortiClient applications installed in order to get connected. This solution was used for the following projects:

- Elections Official Field Recruitment – team leaders used VPN to sync back data collected in the field.
- Training and Development – field trainers used VPN to access RaMEO and enter end of day training results.
- Area Office – staff used VPN to access EMS.
- EVR Document Manager – staff used VPN to access document manager web portal and upload scanned copies of forms from the VSC.
- Finance and HR – staff working from home could access Navision to process payments and Pay global to process staff salary.
- Logistics and Warehouse – staff used VPN to access EMS and IAMS in order to carry out daily tasks.

This solution was implemented free of cost as all existing infrastructure was available and only required configuration and setup.

## In House Call Centers

There was a total of 3 Call Centers designed and setup during the 2022 General Election.

**1500 Call Centre** – after a review of the 2018 Call Centre, the solution to have it in house was developed. This call center was situated under the Command Centre at St Stephens building.

The design consisted of the following items and was deployed over the Vodafone Host PBX Solution:

Item	Qty
Yealink Desk IP Phone	12
PoE Network Switch 24port	1
4G Router	1

**1502 Call Centre** – during the 2018 General Election the Results Centre used mobile phones for communications and delivery of the provisional results from the venues to the Center. This setup had call congestion and drop off issues. A new solution was designed over the Hosted PBX Solution and this resulted in having 50 phones installed at the National Results Centre and the short code number [1502] provided to the Presiding Officers [“PO”]. The new short code number was requested for and approved by Telecommunications Authority of Fiji and this number was provisioned on Digicel and Vodafone Networks. With the implementation of this new PBX solution at the National Results Centre. There were no issues faced with call congestion and drop calls.

The following was used to setup the 1502 Call Centre for Provisional Results:

Item	Qty
Yealink Desk IP Phones	50
PoE Network Switch 24 port	3
Dedicated WAN Link for HPBX	5mbps

**1503 Call Centre** – a new Call Centre was designed and implemented to provide support for the Free Transport Service that was arranged on Election Day.

The Free Transport service on its own was a totally new service introduced by the FEO and in order to provide back end support, a Call Center was setup so that any voters having issues or wanting to find out about the Free transport schedule could call in on 1503 and the necessary support would be provided.

This Call Center setup using Vodafone’s Hosted PBX platform.

The following was used to setup the 1503 Call Centre for the FREE Transport Service;

Item	Qty
Yealink Desk IP Phones	40
PoE Network Switch 48 port	1
Dedicated WAN Link for HPBX	5mbps

## 1500 and 1501 SMS Platforms

The 1500 SMS platform was used to provide voters with the polling venue details when a voter sends in their voter number to 1500.

This platform was activated on both Vodafone and Digicel networks. A new set of details were included later during the Writ period which provided the voters polling venue details plus the name and mobile number of the DAC for free transport for their polling venue. The Development Services Team updated the Mobile Service providers with voter details on a daily basis to ensure that voters are getting correct details.

The 1501 Bulk SMS messaging platform was activated for the Human Resources and Recruitment Department. This platform was used to send out messages to Election Officials regarding their training, contracts and employment. This platform was very effective as the recruitment department could effectively disseminate information to the Election Officials on a timely manner.

## CCTV Systems

The CCTV Surveillance system installed at the FEO HQ and Warehouse were upgraded and maintenance works carried out on the existing system to ensure that surveillance is operational all throughout the Elections period.

6 additional cameras were installed at FEO HQ. 2 additional cameras were installed at the Warehouse Sensitive materials area. A thorough maintenance was carried out on the existing CCTV system. The storage on the existing NVR was also upgraded to store 2 additional weeks of footage.

Another set of CCTV system was installed at the St Stephens Building where the Central, Eastern Division Offices were based and also included the full operations team and the training and development unit. 3 180degree outdoor camera and NVR was installed.

## Wide Area Network [“WAN”] Connectivity

In order to have the remote offices connected back to the HQ and be able to access all services effectively as available at the HQ, the remote offices had to be connected via a WAN solution.

The following sites were connected through a WAN IPVPN Solution using Telecoms Fiji Fiber platform.

WAN Connected Sites – Permanent	Bandwidth
FEO HQ	32mbps
St Stephens Building	10mbps
Warehouse LBE – Narseys Bldg	2mbps
Lautoka Office – Ravouvou St	5mbps
Labasa Office – Post Fiji Bldg	5mbps
Postal Office – Nasese CTD	10mbps

During the Writ to Writ period the above sites bandwidth was increased to cater for the high volume of network usage and the ease of access to the services available on the FEO Network.

WAN Connected Sites – Permanent	Bandwidth
FEO HQ	70mbps
St Stephens Building	30mbps
Warehouse LBE – Narseys Bldg	10mbps
Lautoka Office – Ravouvou St	10mbps
Labasa Office – Post Fiji Bldg	10mbps
Postal Office – Nasese CTD	10mbps

A one-off link was also setup for the National Candidates Ball Draw at the Civic Centre main Auditorium to provide access to the EMS System.

WAN Connected Sites – Temporary	Bandwidth
FEO HQ	80mbps
Civic Centre Auditorium	20mbps

## Facebook LIVE Feed

Since there was a requirement for LIVE operations footage for Ballot Box Packing, National Count Centre and National Results Centre processing to be shown on the official FEO Facebook page. This project was supported and designed for the Communications Department.

The ICT Team managed to out together, test and confirm the setup to be done and how it will be managed throughout the projects. Upon testing the solution worked with ease and was another achievement by the ICT Team since it was the first time this setup was being implemented and managed by the team.

The following items were used for the setup at the different locations:

### Warehouse – Ballot Box Packing

Item	Qty
Dell Laptop	1
OBS Software	1
IP CCTV Cameras	4
Dedicated Internet	10mbps

### Vodafone Arena- National Count Centre

Item	Qty
Dell Laptop	1
OBS Software	1
IP CCTV Cameras	2
Dedicated Internet	10mbps

### FMF Gymnasium-National Results Centre

Item	Qty
Dell Laptop	1
OBS Software	1
IP CCTV Cameras	2
Dedicated Internet	10mbps



## Central Processing Centre ["CPC"] Network

Since a new section was included in Elections process – the CPC , a network had to be setup at the Vodafone Arena and FMF Gymnasium in order for the Logistics Team, CPC Team, National Count Centre and National Results Centre team to effectively access the web-based portal and manage the transferring of Ballot Box and PoRs.

The following items were installed at these locations:

### Vodafone Arena

Item	Qty
Communications Cabinet	1
Network Switch 24port	1
Indoor Access Point	1
Outdoor Wireless PTP Radio	1
Uninterruptable Power Supply	1

### FMF Gymnasium

Item	Qty
Dell R730 Standalone Server	2
Outdoor Wireless PTP Radio	1
Network Switch 24 port	1
Uninterruptable Power Supply	1

## Results Centre Network

The National Results Centre was a project assigned to the IT Directorate for the 2022 General Election and the whole team provided their full commitment in the preparation, setup and operations of the Results Centre.

The National Results Centre was setup with the following equipment:

Item	Qty
Dell R730 Standalone Server	2
Cisco 800 Series Router	2
Network Switch 24 port	8
Uninterruptable Power Supply	8
Laptops	130
Keyboard	130
Mouse	130
Standalone CCTV Camera	1
Network Cabling	Approx. 200 runs
Dedicated Internet Access	20mbps
Redundant Backup PTP Link	1
Projector	2
Projector Screen	2
Monochrome Printer	3
Color Printer	1

# Corporate Services Directorate

The Corporate Directorate is headed by the Director Corporate Services Mr Sanjeswar Ram and consists of the following sections led by 5 heads of Department:

- Afreena Hussein-Manager Human Resources
- Romika Sewak-Financial Controller
- Ronita Chand-Acting Manager Procurement
- Faiyum Ali-Manager Election Materials/Fleet and Logistics
- Ravneel Chand- Training and Development Unit Coordinator

The core function of the Corporate Directorate is to assist and facilitate the work of other Directorates through the provision of necessary support in terms of staffing, training, procurement and policy advise. The Corporate Directorate also ensures the effective implementation of corporate governance within the legal framework, to recruit and retain skilled staff ensure sustainable management of resources and to exercise prudent financial management.

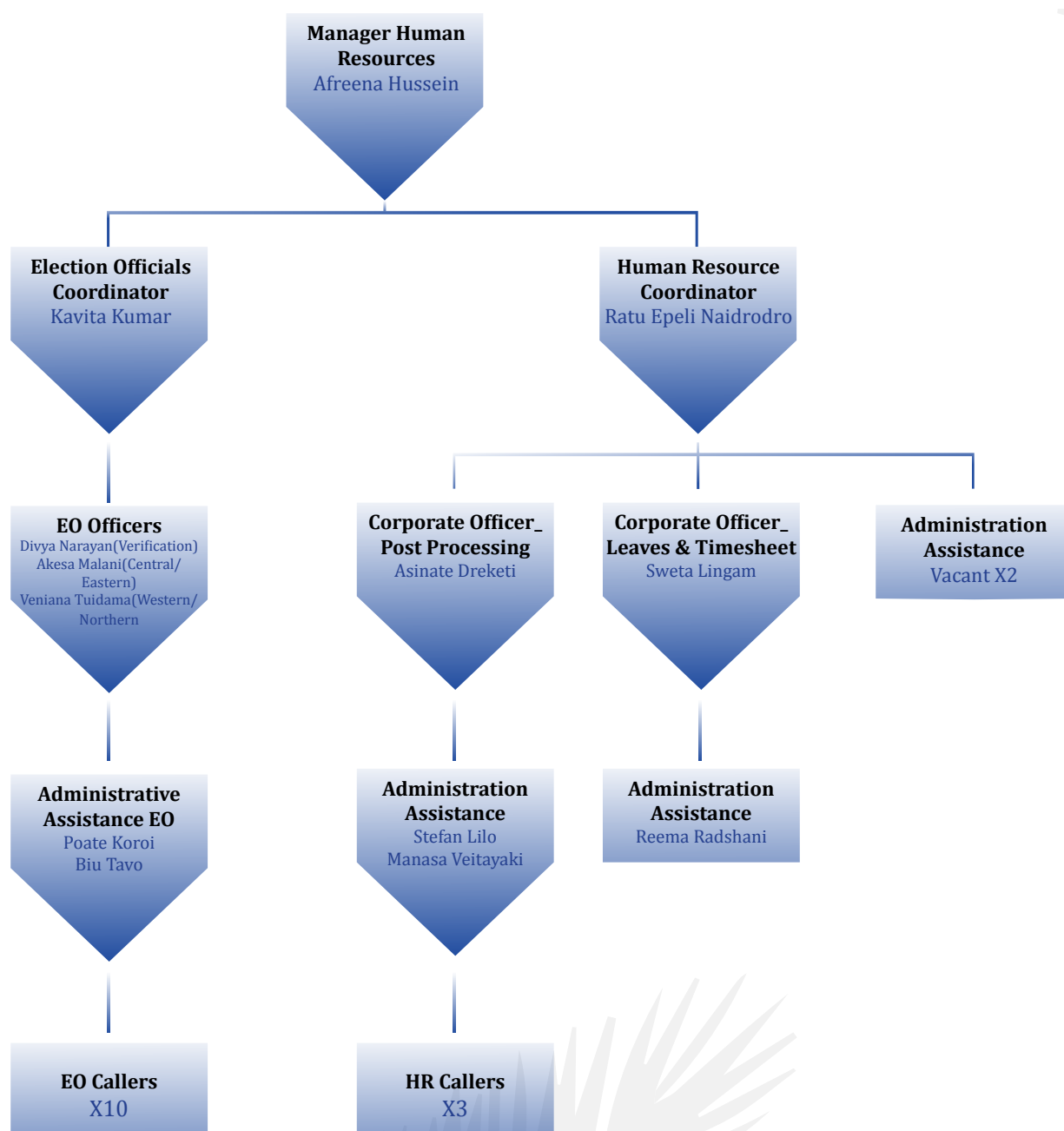


# Human Resources Department

The core functions of Human Resources Department are as follows:

- Merit based recruitment and selection focussed on selecting high performing, honest employees with high standards of integrity
- Equal employment opportunity
- Position based remuneration and benefits
- Transparency and accountability in decision making
- Fairness and equity in all staffing decisions

## Organisation structure for Human Resources Department:



## Recruitment & Selection

The Recruitment and Selection unit manages the recruitment and selection of core staff, short term and project-based staff.

The Online Recruitment Portal [jobs.feo.org.fj](https://jobs.feo.org.fj) is used to recruit applicants for all vacant positions. This platform allows interested individuals to create their profile and apply for any vacant and suitable vacancies available at the FEO.

The Exolvo Self Service ["ESS"] system which is linked with Finance Pay Global system is used to input staff payroll details and manage staff leaves and allows for printing of individual staff payslips.

There were 66 ongoing positions, Core Staff, that ranged from 3 to 5 years and 2,437 short term positions ranging from 1 week to 24 months.

RaMEO was used to conduct computer-based recruitment drive for Election Officials. The Applicants were required to complete 20 multiple choice Aptitude Test questions in order to assist the FEO to rank the applicants by their score at the Polling Station they had applied to.

Each applicant completed the online "Application and Declaration Form" and provided the FEO with either their bank, M-PAiSA or My-Cash details, Tax Identification Number and Fiji National Provident Fund number. Applicants were provided with a unique reference number to assist with further enquiries.

The FEO designed the remuneration package that was reasonable and at the same time sufficient to attract quality applicants.

EOs Recruitment Drive			
Phase 1	Type	Recruitment Date	No. Recruited
1A	Returning EO (Online Recruitment)	15 September - 15 October 2021	3356
1B (i)	Open Recruitment for 1 day-Central Division at Kshatriya Hall	29 November 2021, 7am to 7pm	653
1 B (ii)	Western Division (a) Namaka Public School-Nadi (b) Sugar Cane Growers Hall -Lautoka	08 December 2021, 8am - 7pm	a. 486 b. 641
Phase 2	Face to Face Recruitment Drive in all Divisions	19 January to 18 February 2022	11240
Phase 3	Mini Recruitment Drive- Targeted Areas	21 April - 30 April 2022	1185
Phase 4	Teachers Drive	27 August to 4 September 2022	692
<b>Total</b>			<b>18,253</b>

The FEO carried out extensive awareness programs to ensure it was able to attract as many interested persons as possible. The advertisements for the recruitment drive were published in the daily newspapers, broadcasted on the radio, TV and on social media.

Applications were open to anyone who was a registered voter, including those already in employment elsewhere, provided their employer permitted them to undertake secondary employment. The FEO being an equal opportunity employer assessed the applications on this basis.

The FEO received a total of 18,253 applications from all Fijians.



## Staffing Formula for the 2022 General Election

The following staffing formula for the 2022 General Election was approved by the SoE:

Number of Voters	Staffing Formular
≥ 300	4 EOs
≥ 400	5 EOs
≥ 500	6 EOs
≥ 650	7 EOs
Number of PS per PV	Number of Venue Que Controllers
2-3 PS	1 VQC
4-5 PS	2 VQC
6-7 PS	3 VQC
8-9 PS	4 VQC
10-11 PS	5 VQC

Election Officials salaries were equated to general annual FEO salary baselines to ensure that the pay was in line with the workload as well as the Key Performance Indicators of the positions. The FEO equated the number of hours of work necessary for the performance of the duties and also built in contingencies to facilitate any unforeseen delays or extensions. The legal deductions from the pay package was also effected.

### Salaries Paid to Election Day (Poll Day) EOs:

Position	Pay (Package)
Presiding Officer [PO]	\$420.00
Assistant Presiding Officer [APO]	\$250.00
Polling Day Worker [PDW]	\$180.00
Venue Queue Controller [VQC]	\$110.00

### Salaries Paid to Pre-Poll EOs:

Position	Pay per Day
Presiding Officer [PO]	\$111.00
Assistant Presiding Officer [APO]	\$91.00
Polling Day Worker [PDW]	\$72.00

### Number of EOs Employed by FEO for the 2022 General Election:

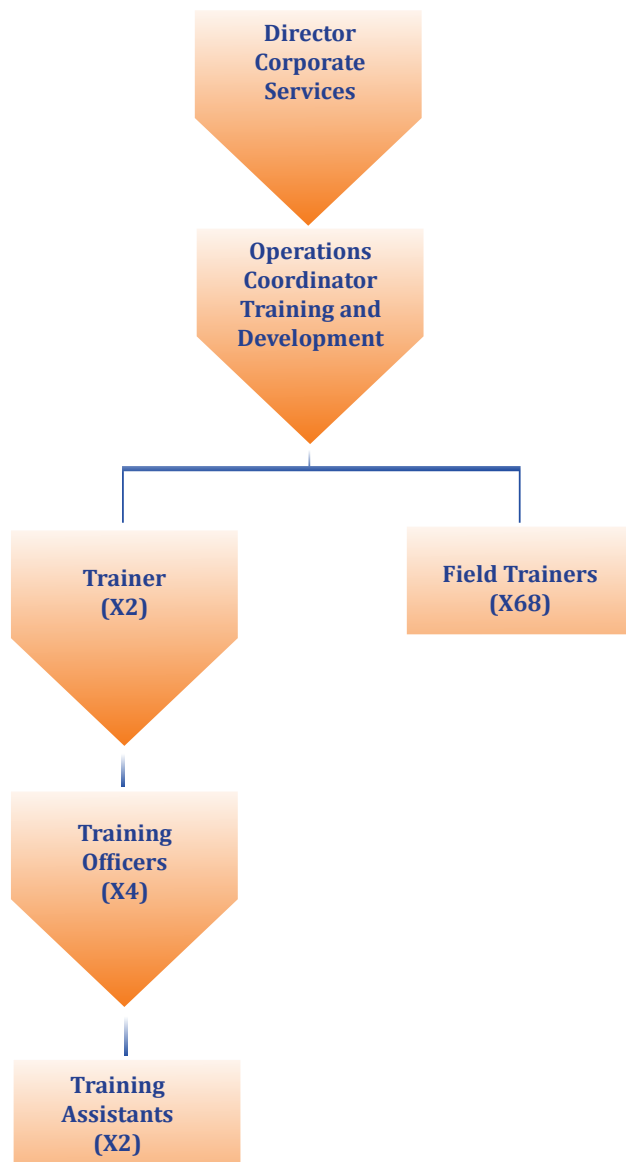
Position	Election Day		Pre-Poll	
	Male	Female	Male	Female
Presiding Officer [PO]	419	1,011	42	55
Assistant Presiding Officer [APO]	312	1,110	37	60
Polling Day Worker [PDW]	843	3,164	74	116
Venue Que Controller [VQC]	103	231	NA	NA
<b>Total</b>	<b>7,193</b>		<b>384</b>	

The total number of staff that worked as EOs for the 2022 General Election were 7,577.

# The Training and Development Unit

The Training and Development Unit [“TDU”] is the training and capacity building arm of the FEO. Generally, there are 2 functions of TDU, the 1<sup>st</sup> is content development which includes Operational Manuals and Training Materials and the 2<sup>nd</sup> is the operational aspect of conducting large scale training within the fixed timeframe (this includes, administration, organizing logistics and etc).

The structure of the TDU is as follows:



In addition to the above structure, each division had a Divisional Training Officer and 2 Divisional Training Assistants to provide support to TDU. The TDU also engaged 10 Callers to assist in calling Participants and other administrative matters.

The TDU was directly responsible for the following:

- Designing and implementing the Training Calendar for the 2022 General Election.
- Designing Operational Manuals, Training Plan and Training Resources for the 2022 General Election.
- Designing and implementing training programs for Election Officials engaged for the 2022 General Election.
- Conducting assessments for Election Officials.

The TDU engaged Field Trainers to deliver the training mandate of the FEO. The Field Trainers were

shortlisted and went through a 5 day substantive Training of Trainers [**“ToTs”**] Workshop in December 2021. Out of the shortlisted Field Trainers, 68 were selected. ToTs were conducted in the Central, Western and Northern Division. Field Trainers went through a Refresher 1 day ToTs in August 2022, a 2 day ToTs in September 2022 and a 1 day ToTs in October 2022.

The New Zealand Electoral Commission [**“NZEC”**] supported the TDU by providing a Technical Advisor to assist in designing and delivering training curriculum. Assistance provided by the NZEC is acknowledged and greatly appreciated.

Electoral Trainings conducted by the TDU were generally instructional and prescriptive. This was done to ensure consistency and accuracy of the training. Trainer Guides were developed by TDU and were used by Field Trainers to conduct trainings.

Training sessions involved a mixture of the following to ensure maximum efficiency of the training that was delivered:

- Group Presentations
- Hands-on use of Election Materials
- Written Tests (open book test)
- Role Playing Activities (scenario based)
- Videos
- Comprehensive Operational Manuals
- Evaluation of Training Sessions

## Training and Screening Criteria

Staff who passed the Computer Based Test [**“CBT”**] became eligible to attend the half-day Election Officials Training. This was an assessed training which required participants to sit a test at the end of the training. An observational assessment was also done where participants were rated based on accuracy, leadership skills, facilitation skills, speed, ability to follow instructions and asking questions. The results for each participant was entered in the RaMEO. Based on the score and rating of a participant they were either selected to attend a full day PO Training or were appointed as Eos.

## Training Calendar

Below is the Training Calendar for the 2022 General Election:

Training	Start Date	End Date
Training of Trainers Workshop- Central Division (Round 1)	06 December 2021	10 December 2021
Training of Trainers Workshop- Western Division (Round 1)	06 December 2021	10 December 2021
Training of Trainers Workshop- Northern Division (Round 1)	04 January 2022	08 January 2022
Election Officials Training	17 January 2022	30 July 2022
Training of Trainers Workshop- Central Division (Round 2)	07 March 2022	11 March 2022
Training of Trainers Workshop- Western Division (Round 2)	07 March 2022	11 March 2022
Training of Trainers Workshop- Central Division (Round 3)	05 April 2022	09 April 2022
Training of Trainers Workshop- Western Division (Round 3)	05 April 2022	09 April 2022
Presiding Officers Training	19 April 2022	15 October 2022
Training for Fiji Police Force on Election Day Processes (PO Training)	19 April 2022	19 April 2022
Area Officers Training	28 June 2022	30 June 2022
Area Officers Pre-Writ Refresher Training	21 July 2022	23 July 2022

Hub Leaders Workshop	23 July 2022	23 July 2022
Training of Trainers 2 for Western Division	18 August 2022	18 August 2022
Training of Trainers 2 for Northern Division	20 August 2022	20 August 2022
Training of Trainers 2 for Central/Eastern Division Session 1	22 August 2022	22 August 2022
Training of Trainers for Hub Leaders Pre-Writ Training	13 September 2022	13 September 2022
Hub Leaders Pre-Writ Training Central/Eastern Division Session 1	14 September 2022	15 September 2022
Hub Leaders Pre-Writ Training Western Division Session 1	14 September 2022	15 September 2022
Hub Leaders Pre-Writ Training Northern Division	15 September 2022	16 September 2022
Hub Leaders Pre-Writ Training Central/Eastern Division Session 2	16 September 2022	17 September 2022
Hub Leaders Pre-Writ Training Western Division Session 2	16 September 2022	17 September 2022
Training of Trainers 3 Central/Eastern Division	20 September 2022	21 September 2022
Training of Trainers 3 Western Division	23 September 2022	24 September 2022
Training of Trainers 3 Northern Division	23 September 2022	24 September 2022
Presiding Officers Online Training on eVuli	14 October 2022	30 November 2022
Training of Trainers 4 Central/Eastern Division Session 1	18 October 2022	18 October 2022
Training of Trainers 4 Central/Eastern Division Session 2	19 October 2022	19 October 2022
Training of Trainers 4 Western Division	20 October 2022	20 October 2022
Training of Trainers 4 Northern Division	22 October 2022	22 October 2022
Training for Fiji Police Force on Election Day Processes (PO Training)	05 November 2022	05 November 2022
Training of Trainers 4	05 November 2022	05 November 2022
PO Training for Central/Eastern Division Staff	06 November 2022	06 November 2022
Presiding Officers Refresher Training	10 November 2022	10 December 2022
Training of Trainers: Area Officers Refresher Training	14 November 2022	14 November 2022
Area Officers Refresher Training Central/Eastern Division	16 November 2022	17 November 2022
Area Officers Refresher Training Western/Northern Division	16 November 2022	17 November 2022
Training of Trainers for Pre-Poll Training	22 November 2022	22 November 2022
Pre-Poll Training Central 1	24 November 2022	24 November 2022
Pre-Poll Training Western 1	24 November 2022	24 November 2022
Pre-Poll Training Central 2	25 November 2022	25 November 2022
Pre-Poll Training Western 2	25 November 2022	25 November 2022
Pre-Poll Training Eastern 1	26 November 2022	26 November 2022
Pre-Poll Training Eastern 2	27 November 2022	27 November 2022
Pre-Poll Training Northern 1	27 November 2022	27 November 2022
Pre-Poll Training Eastern 3	28 November 2022	28 November 2022
Pre-Poll Training Northern 2	28 November 2022	28 November 2022
Pre-Poll Training Eastern 4	29 November 2022	29 November 2022
Pre-Poll Training Northern 3	29 November 2022	29 November 2022
Training of Trainers for Hub Leaders Training	05 December 2022	05 December 2022
Hub Leaders Refresher Training Central/Eastern 1	07 December 2022	07 December 2022
Hub Leaders Refresher Training Western 1	07 December 2022	07 December 2022
Hub Leaders Refresher Training Northern	07 December 2022	07 December 2022
Hub Leaders Refresher Training Central/Eastern 2	08 December 2022	08 December 2022
Hub Leaders Refresher Training Western 2	08 December 2022	08 December 2022



## Polling Day Workers [“PDW”]

Election Officials Training commenced on 17 January 2022 and was completed on 30 July 2022. A total of 16270 Applicants were invited to attend this training out of which 12749 Applicants attended the training. In total, 714 training sessions were conducted Fiji wide.

The training was designed in light of the COVID-19 restrictions and precautionary measures. Based on the test results and observational assessment rating, participants were selected for POs Training.

During the Writ period, the FEO ensured that all appointed PDWs were provided with a copy of their Task Sheets. Task Sheets were consolidated in a Booklet and distributed to PDWs via email. Physical copies of this Booklet were also made available at the Area Offices, VSCs and Divisional Offices of FEO so that PDWs can collect a copy.

## Presiding Officers’

POs and APOs were trained from 19 April 2022 to 15 October 2022. A total of 9,101 applicants were invited to attend this training out of which 6,967 applicants attended the training. In total 370 training sessions were conducted Fiji wide.

An Applicant qualified to attend POs training if:

- He/she attained the required marks in the written test and the required observational rating during the EO Training; or
- If the Applicant was a Presiding Officer or an Assistant Presiding Officer during the 2018 General Election.

Given that initially, there were insufficient number of POs and APOs, the Human Resources Department conducted an additional round of recruitment for school teachers. These applicants directly qualified to attend POs Training. Training for these applicants was conducted from 24 September to 15 October 2022.

The training for POs was a full day session and was more comprehensive than the Election Officials Training to ensure that those who are appointed had sufficient knowledge in terms of electoral processes as well as management and leadership skills.

A 1 day Refresher Training for the POs and APOs was conducted from 10 November to 10 December 2022. This was to allow POs and APOs to refine their knowledge and skills right before the 2022 General Election. This training was for confirmed and contracted POs and APOs and also those who were in the reserve pool. A total of 3789 POs and APOs were invited to attend the training out of which 3,346 attended the training. In total 181 training sessions were conducted Fiji wide.

As opposed to EO Training and PO Training, the turnout for PO Refresher Training was impressive. The TDU noted that given that the PO Refresher Training was done during the Writ period where the date of the election was known, it gained more interest from applicants. Also, at this point in time, most of the POs and APOs were contracted and appointed. However, there were still withdrawals at this stage. Emphasis of this training were on the voting steps, counting process and the use of My Polling Assistant App. A copy of the Polling Day POs Manual was also distributed to all participants to allow them sufficient time to study the processes.

The TDU noted that the level of electoral interest demonstrated by certain POs was remarkable. This was evident through their responses to questions, group activities and scenario-based situations during the training.

To ensure that training was properly conducted, the TDU carried out random Quality Assurance Checks. Discussions with participants were also held to ascertain the impact and efficiency of the training.

The TDU also made other initiatives to ensure that POs and APOs are provided with resources and information so that they can do their work diligently and in accordance with the processes. The FEO utilized its virtual learning platform eVuli to organize an online training for POs and APOs. Although this was not a mandatory training, it was highly recommended. Incentives to win Laptop, Smart Phones and Cash Prize was also provided. This was a self-paced training and participants were afforded the flexibility to attend to this course at anytime from anywhere.

A total of 2,640 POs and APOs were enrolled in this course out of which 485 completed the final quiz. This is a relatively less number however, this was a good start towards introducing more online courses in future. It also means that there are opportunities in online training which can be explored.

The TDU also developed videos on voting steps and counting process which was used during PO Trainings (including Refresher Training). The videos were also broadcasted on FEOs TV Channel on Walesi which POs and APOs were recommended to watch before 2022 General Election.

## **Pre-Poll Training**

Pre-Poll Training was conducted for Pre-Poll POs and APOs from 24 to 29 November 2022. A total of 11 sessions were conducted in which 235 POs and APOs were trained. All trainees were trained to identify the differences between Election Day and Pre-Poll processes and to implement the different procedures accordingly. For example, ensuring that the voters' place their Ballot Paper in a Secret Envelope before putting it into the Ballot Paper.

Emphasis was also placed on following and completing the Pre-Poll Journal which is one of the core documents that is used in Pre-Poll voting. The Journal contained vital information and instructions such as deployment instructions, activity logs, Attendance Sheets and Pre-Poll Materials Exchange Site Information. Prior to attending this training all POs and APOs had attended the EO and PO Training. A copy of the Pre-Poll POs Manual was given to all participants during the training.

## **Area Officers' Training**

Area Officers' play an important role in the administration of an election. It was pivotal to organize sufficient training for Area Officers' to enable them to do their work properly. The first training was a substantive 3 day workshop organized at the Southern Cross Hotel in Suva from 28 to 30 June 2022.

This training included Area Officers from all divisions and the Operations Officers. The training was facilitated by TDU and the Divisional Managers. Presentations were also made by the Development Services Team on the use of Electoral Management System, Manager Postal on Postal Voting and Political Parties Engagement Officer on Polling Agents Accreditation Process. The Logistics Team also did a presentation, a demonstration of logistics process and organized for an excursion to the Warehouse.

A Pre-Writ Refresher Training was organized for Area Officers at Studio 6 Conference Room in Suva from 21 to 22 July 2022. This training covered updated Logistics Processes and the Election Management System. This training was also combined for Area Officers from all Divisions. On 23 July 2022, the Area Officers' attended the Hub Leaders Workshop. This was to go through the Hub Leader processes. This Workshop also allowed an opportunity for Area Officers' to meet and create a rapport with their Hub Leaders. This training and workshop were also facilitated by TDU and Divisional Managers.

A final 2 day Area Officers' Refresher Training was conducted during the Writ period from 16 to 17 November 2022. This training also included the Area Administrative Assistants. 2 sessions were organized, one in Suva which catered for Central and Eastern Area Officers and the other in Nadi which

catered for Western and Northern Area Officers. This was a substantive training which covered Pre-Poll Processes, Postal Processes and Election Day Processes. Emphasis was placed in the use of Election Management System and My Polling Assistant App.

## Hub Leaders Training

Hub Leaders played a critical role in the administration of Election on Election Day. Hub Leaders were responsible for amongst other things, to deliver Election Materials to POs, provide support and assistance to POs, collect Election Materials from POs after Counting, deliver the Ballot Box and Tamper Evident Envelope to the Area Officer, implement instructions given by Area Officers, manage POs and to ensure that all Polling Venues within their respective Hub is operating smoothly.

Hub Leaders were trained in 3 different phases:

1. Introductory Workshop- 1 Day
2. Hub Leaders Pre-Writ Training – 2 Days
3. Hub Leaders Refresher Training- 1 Day

The Introductory Workshop for Hub Leaders was conducted on 23 July 2022. This was also attended by the Area Officers. This Workshop introduced Hub Leaders to basic principles of Elections, what is required to be a Hub Leader, Electoral Materials, Election Day and Post-Election Day processes. The Workshop also included a Question and Answer Session with the SoE. This opportunity was well utilized by the Hub Leaders to seek clarification on various processes. This Workshop was facilitated by TDU and Divisional Managers.

The Hub Leaders Pre-Writ Training was conducted from 14 to 17 September 2022. This training was a substantive training on the roles and responsibilities of a Hub Leader. Before the Training, a Training of Trainers was conducted on 13 September 2022 by the Operations Coordinator- Training and Development and NZEC Technical Advisor to equip the Divisional Managers and other trainers with the necessary skills to effectively deliver Hub Leaders Pre-Writ Training.

The final Hub Leaders Refresher Training was conducted from 07 to 08 December 2022. A total 5 sessions were conducted and 114 Hub Leaders were trained. This training covered all the updated processes. The Hub Leaders were trained amongst other things on how to use the My Polling Assistant App to scan Election Packages and to monitor Polling Stations. A copy of the Hub Leaders Manual was distributed to the Participants.

## Other Trainings

The TDU also assisted in various other trainings. The ToT for the National Count Centre Training was designed and facilitated by TDU and the NZEC Technical Advisor. The Voter Awareness Assistants Training was developed by TDU. The Training of Trainers for Voter Awareness Assistants Training was conducted by TDU.

The TDU conducted induction training, Project Management Training and other professional development training for staff.

# Procurement Department

The aim of the Procurement Department was to acquire quality resources, items and services at the best value from reliable vendors having esteem for quality, efficiency and back up services. Providers were selected either through open tender or sourcing of 3 or more quotes. Suppliers that best met the FEO's requirements were attained and engaged.

This Department ensured that all procuring and engagements were conducted in a transparent, appropriate and responsible manner, while holding the FEO values. The FEO Procurement Policy has also allowed the Procurement Department to procure specific sensitive election items directly from vendors, which was actioned when necessary with appropriate documentations.

The Procurement Department had a number of activities to accommodate for all departments including hire of venues, vehicle engagement, catering, purchasing of items and hiring of services such as containers for storage for the 2022 General Elections that were requested by other Departments.

In order to achieve its objectives, the Procurement Department publicized tenders for goods, services and works total value of which was in excess of FJD \$200,000.00.

Goods, services and works of lesser value were purchased subsequently by obtaining a minimum of 3 competitive quotations from any one vendor. Arrangements were clearly highlighted and supported with reasonings.

The following tenders were called and awarded for materials and equipment:

2021/2022 TENDERS			
Tender Number	Item Required	Successful Bidder	Amount
Tender 01/2021	Laptops	DATEC FIJI LIMITED	\$404,292.00
Tender 02/2021	Polling Kits	Kriz Signs Fiji Limited	\$840,561.47
Tender 03/2021	Postal Voting Courier-International	DHL	\$221,587.50
	Postal Voting Courier-Local	EMS	
Tender 04/2021	Printing of Voter Instructions Booklet	Star Printery	\$308,200.00
		Quality Print Limited	\$146,200.00
Tender 05/2021	Supply of Polling Station Sheds	Formscaff Fiji Limited	\$526,731.60
Tender 06/2021	Printing of Ballot Paper	Star Printery	\$208,450.00
Tender 07/2021	Storage and Logistics of Election Materials		
Tender 01/2022	System Compliance Audit of Results Management Information System	Xiarch Solutions Pvt Ltd	Approx \$163762.5 FJD

The FEO successfully managed to advertise and award tenders for all items and services required for the 2022 General Election. Items procured via the tender process were also successfully delivered by the selected bidders within the timeframe stipulated.



Further to the Tenders, the Procurement Department was also assisted by number of stakeholders as below:

- Voting Screens – NZEC
- Indelible Ink –Government of India
- Mahindra Vehicles - Government of India

While preparing for the 2022 General Election during the Voter Registrations Drives, the Procurement Department was involved in the Overseas Voter Registrations Drive, whereby the Department organized for all necessary flights and accommodations for the traveling staff.

The Procurement Department was also involved in all publications, securing of commercial spaces, hire of vehicles and charter of boats, helicopters and aeroplanes for the polling teams, printing of Election Day materials and purchase of Pre-Poll equipment including tents, table, chairs and packing materials. Election Day materials, including security services, back up services such as generators and aircon units were also hired on a needs basis.

The Department also assisted in all of TDU's training requirements by hiring training venues, organizing flights, accommodation and transportation for trainers, and catering for approved trainings, along with their printing requirements which included, Manuals, Awareness Charts, Brochures and booklets.

The Department had 4 dedicated Procurement Officers assigned to the 4 Divisional Offices, who were responsible for their assigned divisional requests. These requests were based on the divisional requirements and were actioned with the aid of the Corporate Team from the Divisional Offices.

A number of vehicles with drivers were also hired during the Election Day from the pool of bidders that was created with the Expression of Interests received. A total of 393 vehicles were hired and utilized during the 2022 General Election, which catered for the Voter Instruction Booklets, Pre-poll voting and Election Day transportation. Vehicles for Area Offices and project vehicles were similarly organized through the 3 or more quotations as per procurement standards.

The Procurement Department was also responsible for the hire of the Vodafone Arena for the National Count Centre, Central Processing Centre along with its carpark for shipping container logistics and the National Gymnasium for Results Centre during the Election Day and the counting period. The engagement included catering services provided to all staff engaged for the days. Meals included breakfast, lunch and dinner as these centers operated 24/7 until the count and results were completed. Hiring also included resourcing of tables, chair and tents.

Upon the announcement of 2022 General Election Results, a week was dedicated for the clearing of the venues whereby all hired items were dispatched to the suppliers, with appropriate handover.

A number of challenges were faced while completing the purchase and service engagements, such as strict deadlines, ad-hoc requests, extended estimated time of arrivals of items, shipment delays, unavailability of vendors locally, unavailability of materials locally, late procurement requests, and short supply of materials. Sourcing vendors for hardware, software upgrades and purchase for the ICT Directorate were amongst other challenges encountered.

The Procurement Department was correspondingly working with the Finance Departments and divisional officers to complete payments on time as well as doing reconciliations, creation of Local Purchase Orders ["LPO"] and making necessary amendments when specifications were not met by the requesters. Procurement Department ensured that all vendors were engaged with an issue of LPO before the delivery of goods and services. In instances where the suppliers did not accept LPO from FEO, services were procured through accountable advance and in cases where the cost was below \$100 dollars, petty cash was accessed.

It can be concluded that the 2022 General Election purchasing and service engagements was conducted effectively and efficiently, whilst meeting all deadlines and conducted in accordance with company processes and procedures.

## Warehouse and Logistics

### Packing of Non-Sensitive Material

The packing team consisted of 20 project staff including a Core team from Warehouse engaged in the packing of non-sensitive materials. The staff were split into 6 teams consisting of 3 members each and the remaining staff were engaged in the packing of polling kits into cartons.

The remaining Warehouse Team were responsible for replenishing all items on the table that were for packing in the containers. The whole packing process was completed in two weeks and in total 2,800 polling kits were packed.

Below is the packing order by area office.

### Non-Sensitive Material Packing Breakdown

Division	Total Polling Kits Packed	Voting Screen Send
Central	806	806
Western	700	700
Northern	400	400
Eastern	300	300
Training Team	100	Nil
SOE Contingency	400	400
Warehouse	94	94

### Breakdown of Number of Shipping Containers Used

Division	ED Non- Sensitive	Pre-Poll Sensitive	ED- Sensitive	Others [Storage]
Western	10	3	5	NIL
Northern	7	2	5	NIL
Central	11	3	6	2
Eastern	3	2	4	2
SoE BACKUP	-	-	-	2

### Prepoll Packing Of Sensitive Materials

Packing for Prepoll started on 27 November 2022 in line with the Writ to Writ timeline and commenced at 7am with the presence of media personnel and the FEO senior executives.

In the process of packing, it was decided that most work would be done electronically in terms of scanning and printing of barcodes for the ballot book serial numbers.

The introduction of barcodes and scanning of ballot books lessened the task of writing and filling in of POs record book. EMS stickers were pasted from the first table before the pasting of CPC stickers was also changed as introduced by the TA's including Senior Executives.

The ballot paper transport box was no longer needed to pack the ballot paper books which was approved by SoE as it took up much space, often delaying the packing process as stickers were required to be pasted including the sealing of the box.

The 1<sup>st</sup> day of packing saw the completion of the Northern Division except for Savusavu Area Office. A total of 103 ballot boxes were packed on the 1<sup>st</sup> day. On the 2<sup>nd</sup> day, Savusavu area was completed and packing moved on to the western division which had a total of 173 ballot boxes.

Upon the completion of the Western division on the 2<sup>nd</sup> day, the team packed for Lomaiviti and Kadavu which had 51 and 62 ballot boxes respectively. The Eastern Division was next on the list and only 77 ballot boxes were packed since the first 2 areas, Lomaiviti and Kadavu were packed on the 2<sup>nd</sup> day.

The streams managed to pack all 77 ballot boxes on the 3<sup>rd</sup> day as well as the 115 ballot boxes for Central Division before 5pm on the same day.

### Pre-Poll Packing Breakdown by Division

Division	Total Ballot Box Packed
Central	115
Western	173
Northern	140
Eastern	190

### Packing Of Sensitive Materials For Election Day

The packing for Election Day began on 03 December 2022 and lasted a for a total of 5 days. Packing was initially planned for 6 days, however, due to the team's efficiency this was completed ahead on time.

Issues that were identified during Pre-poll packing were improved on Election Day packing as teams understood clearly the requirements for packing. A few adjustments were noted for the Election Day packing as secret envelope were replaced by PoR and count sorting cards were added to the Election Day checklist.

A total of 1,435 ballot boxes were packed for Election Day and the teams were required to pack the items as per the specified timeline.

Below is the record for all divisions packed including the number of ballot boxes packed:

### Election Day Packing Breakdown by Division

Division	Total Ballot Box Packed
Central	468
Western	442
Northern	250
Eastern	275



## Logistics at Vodafone Arena

At the Vodafone Arena the first containers that arrived were the pre-poll containers from the Northern division. All the containers were locked and sealed by the Area officers.

Next containers arrived at the Vodafone Arena were the containers from the Western Division. The Eastern and Central Division pre-poll containers were transported directly to the Vodafone Arena from St. Stephens Building.

All Election Day containers from all divisions were kept outside the National Count Centre.



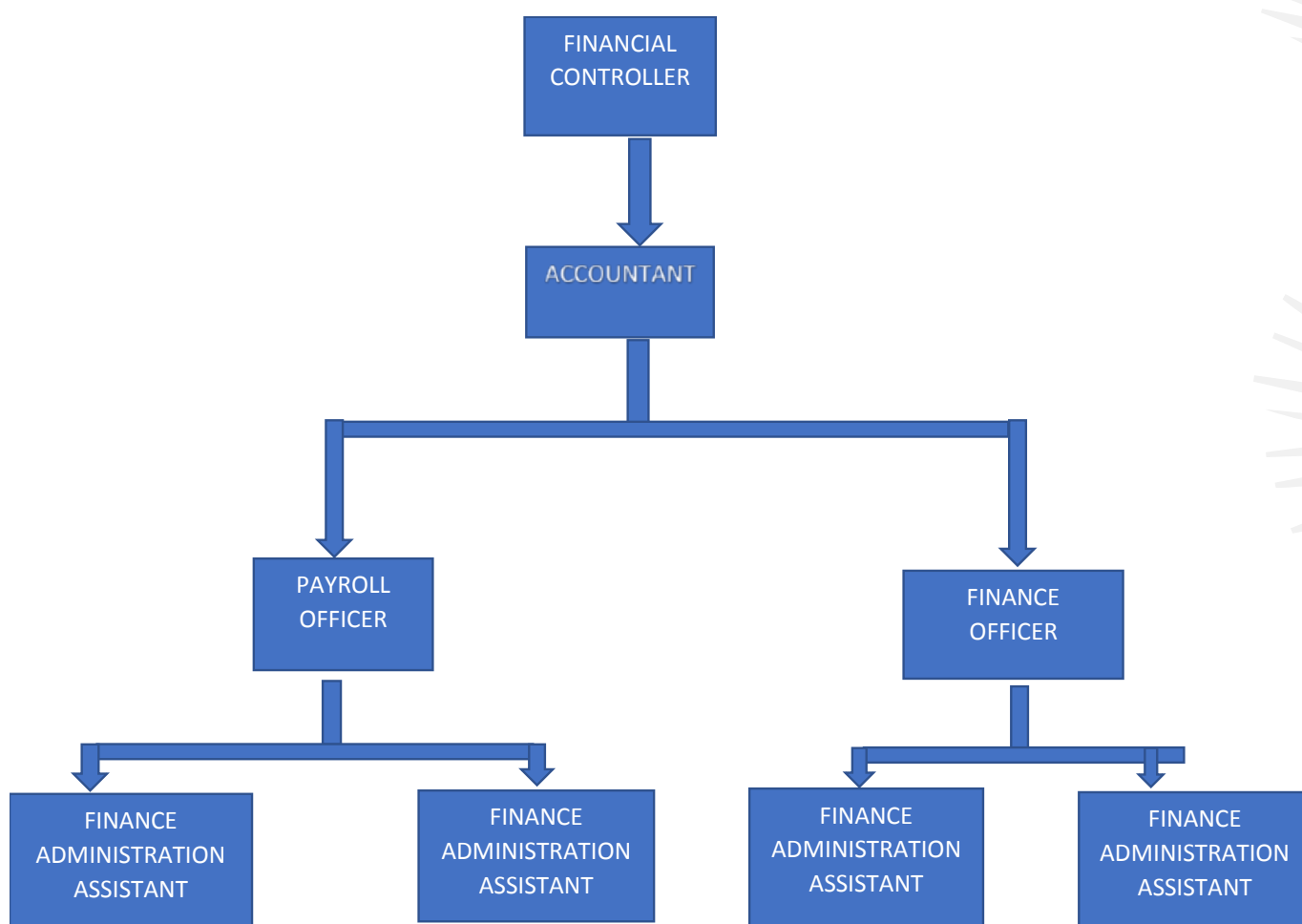


# Finance Department

The role of the Finance Department includes planning, organizing, auditing, accounting for and controlling the FEO's finances. The Finance Department also produces the FEO's financial statements for its management and various stakeholders including the Public Accounts Committee. The core function of the Department is accounts payable, accounts receivable, payroll, reconciliation, reporting and preparing financial statements, financial control and audit. The Finance Manual is the policy document that governs the financial processes undertaken by the Finance Department.

The Finance Department is managed by the Financial Controller with the assistance of the Finance Officer and Payroll Officer. In Election mode, the Finance Department had a total of 8 staff as compared to 2018 where there were 12 staff. Further, in Election Mode, the Department had additional positions of Accountant and Payroll Officer reporting directly to the Financial Controller.

Below is an illustration outlining the financial structure of the FEO in Election Mode:



## Budget/Expenditure

The government grant approved for the FEO in its financial year 01 August 2022 to 31 July 2023 was \$33,211,124.53 VIP compared to 2018 which was \$20,412,496 allocated for the year after which additional funding of \$2,439,805 was released to cater for election expenditure. From the government grant funding of \$33,211,124.53 allocated for the year, \$15,077,539.14 was allocated to cater for the expenditure for the Election Day and Writ period.

The FEO also received donations from various donor agencies which included the High Commission of India, New Zealand Electoral Commission, United Nations Development Programme, South Pacific

Community and funding from United Kingdom. These donations were received in the form of cash, election material and services relating to the election.

The table below summaries the donor contributions to the FEO that was received from April 2022 to assist in Election preparation and delivery:

No	Date	Donor	Description	Amount	Total Amount (FJD)
1	12/04/2022	UNDP	Leadership and Media Training		\$168,000.00
2	30/06/2022	High Commission of India	Mah Twin Cab 4WD Manual S6	\$59,000.00	
3	30/06/2022	High Commission of India	Mah Twin Cab 4WD Manual S6	\$59,000.00	
4	30/06/2022	High Commission of India	Mah Twin Cab 4WD Manual S6	\$65,000.00	
5	30/06/2022	High Commission of India	Mah Twin Cab 4WD Manual S6	\$65,000.00	\$248,000.00
6	31/07/2022	UNDP	Stakeholder Engagement on electoral education		\$75,092.44
7	16/08/2022	UNDP	Stakeholder Engagement on electoral education		\$40,184.74
8	04/10/2022	High Commission of India	Indelible Ink		\$322,531.88
9	02/12/2022	NZEC	Deputy Supervisor of Election salary funding		\$125,262.28
10	29/12/2022	NZEC	Result Management Information System		\$168,199.15
11	09/01/2022	UK High Commission	Election Visitor Project		\$12,809.16
	<b>Total</b>				<b>\$1,160,079.65</b>

Donor funds received from 12 April 2022 till 30 June 2022 for the financial year 2022 amounted to \$491,092.44. The donor funds received in the election year amounted to \$668,987.21 whereas in 2018 only the Indian High Commission donated \$291,830 to procure 5 vehicles.

The total funds available for the FEO for the year 01 August 2022 till July 2023 is \$33,880,111.74

The expenditure report from 01 August 2022 to 06 March 2023 included the salary of EOs and staff, charter of vessels and plane, meals, subsistence allowance, hire of sheds, transport, printing of materials, advertisements for Pre-Poll and Election Day, catering for the National Count Centre and National Result Centres and all other expenses. From the Election Budget of \$15,077,539, \$8,785,801 was utilized for election expenses.

### Expenditure Report as at 06 March 2023

	Total Budget (\$)	Expenditure (\$)	% utilised
Assets Long term	38,000	37,030	97%
Information Technology Expenses	700,837	273,570	39%
Consultants Fees	304,072	196,434	65%
Management Expense	3,800	2,214	58%
Insurance	47,043	42,277	90%
Legal Fees	208,796	22,726	11%
Loss-Disposal Fixed Asset	4,348	-	0%
Marketing Costs	3,197,583	1,667,777	52%
Newspaper & Subscription	27,050	1,021	4%
Personnel Emoluments Expense	12,837,803	7,381,184	57%

Staff Training - Training	107,103	38,445	36%
Postage and Courier Expense	683,023	607,243	89%
Office Administration Expense	7,540,825	4,709,094	62%
Telecommunication Exp	676,377	409,691	61%
Travel and Accommodation Expense	5,558,958	3,870,407	70%
Financial Expense	5,000	2,075	42%
EC and Office Meeting Expense	12,455		0%
Operating Expense	31,953,073	19,261,188	60%
VAT	1,927,039	1,033,939	54%
<b>Total</b>	<b>33,880,112</b>	<b>20,295,128</b>	<b>60%</b>

## Payroll

The FEO payroll system was acquired from DXC Eclipse (Fiji) Ltd. Separate licensing was acquired from the vendor to facilitate payment of EO salary and training allowances as the current licensing under FEO only catered for salary expenditure for its core staff and short-term staff. The system was designed to cater for the payments for the EO training allowance, EO salary, Pre-Poll salary and National Count Centre Team salary in batches.

The below table highlights the payment of the staff:

Description	No.Paid	Turn Around Time
Election Officials training allowance (# of times)	19,665	2days
Election Officials	7210	1-2 days
Count	601	2days
RMIS	263	3 days
HUB leaders/HUB assistants	187	2days
Prepoll	383	2days

The data was generated from the EORS in a Comma Separated Values (CSV) file and loaded on the Pay Global. The data file once uploaded was able to generate the required payroll edit reports for the processing of payments. The Election Official's payroll batch which consisted of more than 3,000 Election Officials pay took 1 day to process and submit to the bank. The FEO managed to pay 7,210 EOs within 5 days after Election Day.

## Corporate Online Banking and Divisional Bank Account

The Corporate Online Banking ["COL"] was implemented and FEO started using this on 10 May 2018. The Operations Department was decentralized and each Divisional Office was set up. The Divisional Office COL was setup to control the allocated funds which was dispersed to the Divisional account. After consultation with Westpac, 4 Divisional Accounts were created (Central, Western, Eastern, and Northern.). This platform enabled the divisions to make payments for hire of venues, allowances to staff, catering vendors, hire of vehicles and other miscellaneous payments.

The payment submissions were received for accountable advance from the divisions and funds were directly transferred to the Divisional Account. The COL provided access to monitor the funds from the source of funds to the receiver of funds. Divisional Offices were able to monitor and control the funding they received from the FEO Head Office and even make payment directly to the vendors account. Furthermore, COL would generate reports as evidence to show the payments being made and the transaction that are carried out. Also, the COL system is faster in processing payments than through



electronic funds transfer as files are uploaded by the user and verified at the user end.

## Mobile Money

The FEO carried out a voter survey in late 2020, and short-term staff were engaged to conduct this survey. The short-term engagement stated that the staff would be paid according to the number of surveys that they would do. The requirements by the banks increased as one of the requirements were that the applicant would need to provide confirmation on the source of funds. In order to facilitate the payment for such staff the FEO looked into implementing mobile money due to the minimum requirements to use this platform from Vodafone Fiji Ltd and Digicel Fiji Ltd. This system allowed payments to be sent through mobile numbers. The only requirement was to have the number registered under the recipient's name. The processing time was fast and took only 10 secs for a staff to receive the funds after payments were processed on the platform. This platform was easy to use when processing payments for Election Officials and was a convenient method making it easier for those that did not have bank accounts to receive their pay. This is evident in the fact that around 75% of the EOs preferred payments to be made through the Mpaia and My Cash platform.





# OPERATIONS DIRECTORATE

The Operations Directorate structure was reorganized after the 2018 General Election to support the operational needs of the FEO's 4 year strategic plan and build-up of activities for the 2022 General Election.

It was evident that planning for the 2022 General Election had to be more robust based on the learnings and best practices from 2018. The FEO values the effective planning process while ensuring that all electoral operations took place in a timely manner and conducted successfully in compliance with the legal framework in place.

The Operations Directorate manages the following electoral functions

- Voter Registration
- Polling Venues Management
- Divisional Office Operations
- Postal Voting
- Pre-poll Voting
- Election Day Polling
- Production of the Voter Instruction Booklets
- Command Centre
- Election Security

The objective of the Operations Directorate was to ensure that all eligible voters were given the opportunity to register and that sufficient operational activities were carried out to enable a voter to cast their vote during the 2022 General Election.

## Voter Registration

Voter Registration services had ceased on 01 October 2018 when the Writ for the 2018 General Election was issued and reopened on 18 March 2019. This was to allow the FEO to review its voter registration system and procedures post the 2018 General Election. The resumption of voter registration services ensured that voters had ample time to register, correct or amend their voter details before the 2022 General Election.

In 2019, the FEO began its voter registration exercise by opening 3 major VSCs in March. These VSCs were opened in Suva, Lautoka and Labasa. The outbreak of the COVID-19 pandemic in 2020 and 2021 hindered operations of these VSCs, however, once the restrictions related to the pandemic were lifted in October 2021, the FEO further opened additional VSCs to meet the demands of the general public and ensure that Fijian citizens had the opportunity to access voter services and update their details before the 2022 General Election.

Below are the VSCs that were opened in order to provide voter services to the General public:

Division	Area	Location	Date Opened
Central	Suva	FEO Voter Services Centre (Old Fiji Visitors Building)	18/03/2019
	Navua	Provincial Administrator Serua Office, Ro Matanitobua Complex	06/09/2021
	Korovou	District Officer's Office - Waimaro House	25/10/2021
	Nausori	Tailevu House	10/11/2021
	Wainibuka	DO's Office, Nayavu	01/12/2021
	Valelevu	LTA Complex (Main Foyer)	10/01/2022
	Vunidawa	Ministry of Africulture, PA Naitasiri	03/05/2022
Western	Keyasi	Do's Office, Navatumaili Government Station, Keyasi	11/11/2021
	Sigatoka	Provincial Administrator Nadroga/ Navosa Office, Lawaqa Park	04/10/2021
	Nadi	Shop 3 Westpoint Arcade	08/10/2021
	Lautoka	36 Vitogo Parade, Lautoka	18/03/2019
	Ba	Provincial Administrator Ba Office, Koronubu House, Ground Floor - Foyer	08/10/2021
	Rakiraki	Provincial Administrator Ra Office, Cakova Crescent	08/10/2021
	Tavua	DO's office, Government Building, Nasini Street, Tavua	21/02/2022
Northern	Labasa	FEO Voter Services Centre, Legal Aid Building, Jaduram street	18/03/2019
	Taveuni	Cakaudrove Provincial Office, Somosomo, Taveuni	29/12/2021
	Seaqaqa	DO's Conference Room, Raimuri Road, Natua, Seaqaqa	02/05/2022
	Nabouwalu	PA's Office Naulumatua House, Vuya, Bua	02/05/2022
	Savusavu	Cakaudrove Provincial Council, Yaroi Savusavu	10/01/2022
Eastern	Levuka	PA's Office, Totogo Lane, Levuka	01/12/2021
	Kadavu	PA's Office, Vunisea Govt Station, Kadavu	27/05/2022

In addition to the voter registration services at the VSCs, the FEO conducted various voter registration drives in- country as well as Overseas on the following dates:

- Adhoc Voter Registration Drive: 04 October to 31 December, 2021
- Nationwide Voter Registration Drive-Phase 1: 26 February to 14 April 2022
- School Registration Drive: 19 April to 29 April 2022
- Nationwide Voter Registration Drive-Phase 2: 01 August to 03 September 2022
- Overseas Voter Registration Drive:
  - Phase 1: 15 May to 26 May 2022
  - Phase 2: 08 August to 21 August 2022
  - Phase 3: 02 September to 11 September 2022
- Central Division's Urban Registration Drive: 23 September to 25 September 2022
- Western Division's Urban Registration Drive: 30 September to 02 October 2022
- Snap Voter Registration Drive 1: 21 October to 22 October 2022

- Snap Voter Registration Drive 2: 29 October to 31 October 2022

Breakdown of Voter Registration Tallies between 2019 to 2022:

Registrations	Dates	New Reg	Corrections/ Updates	Total
Ad Hoc Registration	04/10/2021 - 31/12/2021	16,488	112,432	128,920
Business House Registration I	20/10/2021 - 17/12/2021	1,332	18,683	20,015
Nationwide Registration as of 4/4/2022	26/02/2022 - 14/04/2022	19,879	181,020	200,899
Business House Registration II	26/03/2022 - 04/05/2022	630	7,065	7,695
School Registration	19/04/2022 - 29/04/2022	1,920	2,118	4,038
Nationwide Registration Drive Phase II	01/08/22 - 03/09/2022	8,334	49,984	58,318
Central Ad Hoc	23/09/22 - 25/09/22	266	2,262	2,528
Western Ad Hoc	30/09-2/10	370	3,564	3,934
Ad Hoc	22/10/22 - 23/10/22	36	469	505
Ad Hoc WD	29/10/22 - 31/10/22	1,219	10,761	11,980
KYE Phase II	1/08/22 - 02/09/22	8,049	47,676	55,725
OVRD Phase I	15/05/22 - 26/05/22	300	1,089	1,389
OVRD Phase II	08/07/22 - 21/07/22	207	1,097	1,304
OVRD Phase III	02/09/22 - 11/09/22	95	164	259
Voter Registration 2019	March - December 2019	8,417	30,005	38,422
Voter Registration 2020	February - December 2020	9,465	39,169	48,634
Voter Registration 2021	January - December 2021	20,454	122,886	143,340
Voter Registration 2022	January - 31 October 2022	46,590	484,369	530,959
Replacement of Voter Card	November 2022 to 14 December 2022	Replacement - 5,725		

## Voter Statistics Breakdown and Distribution for the 2022 General Election

Of the 693,915 registered voters, 348,348 are males and 345,567 are females.

The breakdown by age is as follows:

Voter Stats by Age		Percentage of the NRV
18-20	36,085	5.20%
21-30	156,060	22.49%
31-40	158,781	22.88%
41-50	126,366	18.21%
51-60	103,772	14.95%
61-70	71,648	10.33%
71-80	31,247	4.50%
81+	9,956	1.43%

Out of the 693,915 registered voters, the oldest Fijians registered on the National Register of Voters ["NRV"] as at 31 October 2022 are two female voters who are both 107 years old. They reside in the Western and Northern Divisions respectively.

Full Name	Date of Birth	Address	Division	Age	Gender
Sgkhina	09/11/1914	Solove Rd, Wailevu, Labasa	Northern	107	Female
Latchmi Mrs	01/04/1915	23, Kuata Street, Simla, Lau-toka	Western	107	Female

The gender and age breakdown by Division is as follows:

Division	Gender	18-20	21-30	31-40	41-50	51-60	61-70	71-80	81+
Central	Male	8231	36746	35187	26385	20358	13431	5459	1521
	Female	8547	36467	34119	26030	20958	15019	6842	2351
Western	Male	6300	27383	30805	25191	20208	13454	5327	1485
	Female	6542	28072	29043	23406	19630	14613	6934	2438
Northern	Male	2548	11049	11465	9752	8474	5288	1935	612
	Female	2715	10346	10058	8434	7766	5444	2795	971
Eastern	Male	647	2906	3331	2583	2385	1674	727	216
	Female	512	2185	2828	2108	1941	1345	705	261
Overseas	Male	19	573	1138	1408	1085	716	283	63
	Female	24	333	807	1069	967	664	240	38
<b>Total</b>		<b>36,085</b>	<b>156,060</b>	<b>158,781</b>	<b>126,366</b>	<b>103,772</b>	<b>71,648</b>	<b>31,247</b>	<b>9,956</b>

## Divisional Breakdown

The Central Division makes up the largest percentage of the NRV at 43% which equates to 297,652 voters. In the Central and Western Divisions, there are more females as opposed to males who had registered to vote.

The Western Division has 260,831 voters in total making up 38% of the NRV while the Northern division made up 14% with 99,652 voters. The Eastern division had 26,354 registered voters at 4% while overseas voters make up 1% of the voter roll with 9,427 voters.

Division	Total	Percentage
Central	297,652	43%
Western	260,831	38%



Northern	99,652	14%
Eastern	26,354	4%
Overseas	9,427	1%

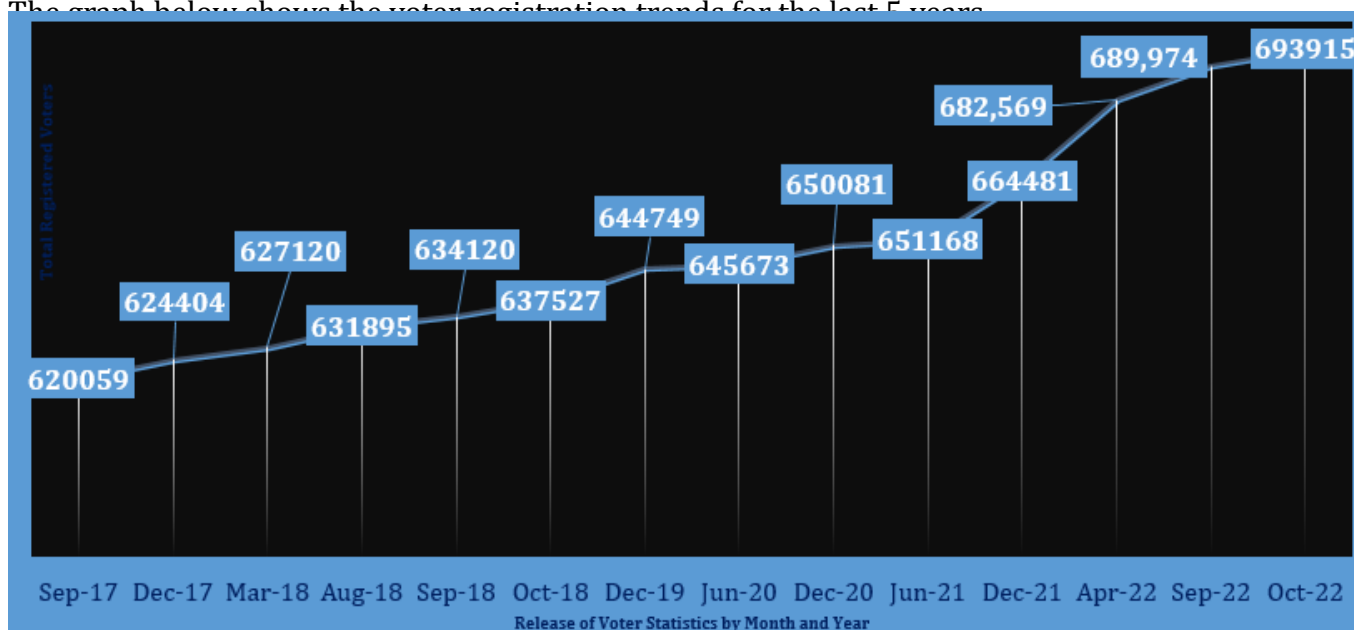
A total of 606,092 voters were identified to be eligible to vote on Election Day and 77,907 voters voted during Pre-poll voting period while 9916 voters applied for Postal voting.

Below is a table with the breakdown of the voters registered by Divisions and by the Voting Method

Voters Registered by Division Breakdown by Voting Method				
Division	Total Poll Day	Total Pre Poll	Total Postal	Total Registered
Central	274,457	18,177	5,017	297,651
Eastern	7,004	19,099	251	26,354
Northern	82,544	16,130	978	99,652
Western	233,529	24,501	2,801	260,831
Overseas	8,558	0	869	9,427
Total	606,092	77,907	9,916	693,915

## Voter Registration Trends

The graph below shows the voter registration trends for the last 5 years



The trend between June 2021 and April 2022 reflects a major impact event which was the expiry of the Green coloured VoterCard followed by the amendments to the law and then the subsequent voter registration drives.

Within that period, the Fijian Government had also rolled out its COVID-19 assistance programs that required people to present a valid voter ID. It was evident that the voter card was the most recognized ID used in Fiji and this led to a massive increase in the number of registrations.

Between April 2022 to October 2022, it was noted that the trend increased but then the curve started to flatten indicating a consistently high rate of voter registration which is common drawing closer to elections. The trend was relatively similar between March 2018 and September 2018 as the nation headed into the 2018 General Election.

31 October 2022 was the last day of voter registration, the FEO served 9,608 voters while 1,029 Fijians registered to vote for the first time.

When the FEO had commenced with the Ad-hoc Voter Registration Drive in October of 2021, just over 200,000 people were holding onto the blue coloured voter cards, however, during the election period there were over 600,000 voters with the blue voter cards.

In addition, the process of using mobile registration teams increased the accessibility to voter registration services. Voters who were unable to reach the FEO's VSCs due to illness or disabilities were given this opportunity to request for mobile registration services and would be assisted through home visits.

Below is the breakdown of mobile request received by each Division:

Mobile Registration	
Divisions	Total Mobile Request Received
Central	954
Western	379
Northern	212
Central	100
<b>Total Received</b>	<b>1,645</b>

## Overseas Registration

The FEO was not able to conduct overseas voter registration in 2021 due to the global travel restrictions caused by the COVID-19 pandemic. The FEO in consultation with the Ministry of Foreign Affairs embarked on the possibility of placing voter registration kits at the various Fiji Missions overseas and enabling Fijian citizens to access voter registration services.

The below mentioned Missions worked with FEO to carry out voter registration services:

MISSION	LOCATION
Fiji High Commission Canberra	19 Beale Crescent DEAKIN ACT 2600 Canberra, Australia
Fiji High Commission Wellington	31 Pipitea Street Thorndon Wellington, 6011 New Zealand
Fiji Embassy Geneva	Avenue de France 23 (6th Floor B) 1202 Geneva Switzerland
Fiji High Commission London	34 Hyde Park Gate South Kensington London SW7 5DN United Kingdom
Fiji Embassy Washington DC	1707 L St NW #200 Washington, DC 20036 United States

Fiji Embassy Tokyo	Noa Building (14th Floor) 3-5, 2-chome Azabudai Minato-Ku Tokyo 106-0041 Japan
Fiji Embassy Abu Dhabi	Tower 3., Floor 13 Etihad Towers Corniche Road Abu Dhabi United Arabs Emirates
Fiji High Commission New Delhi	C – 1/10 Vasant Vihar New Dehli 110 057 India

Later in May 2022 when travel restrictions were lifted, the FEO was in a better position to send voter registration teams to countries which had opened up its borders to Fiji which included Australia, New Zealand, USA, Canada and United Kingdom. In total, there were 3 phases of overseas registration.

Below is the Overseas Voter Registration Coverage and Statistics:

OVERSEAS REGISTRATION DRIVE PHASE I, II & III TALLY				
Date	Country	New Registration	Correction	Total Registered
15/05/2022 - 23/05/2022	Australia	165	843	1,008
19/05/2022 - 25/05/2022	New Zealand	135	246	381
<b>Total - Phase I</b>		<b>300</b>	<b>1,089</b>	<b>1,389</b>
08/07/2022 - 21/07/2022	USA	93	404	497
08/07/2022 - 18/07/2022	New Zealand	53	230	283
09/07/2022 - 19/07/2022	Australia	58	457	515
16/07/2022 - 18/07/2022	Canada	3	6	9
<b>Total - Phase II</b>		<b>207</b>	<b>1,097</b>	<b>1,304</b>
22/08/2022 - 08/09/2022	UK	84	110	194
02/09/2022 - 11/09/2022	USA	11	54	65
<b>Total - Phase III</b>		<b>95</b>	<b>164</b>	<b>259</b>
<b>Total Engagement Phase I, II &amp; III</b>		<b>602</b>	<b>2,350</b>	<b>2,952</b>

## Name Change Application

After the laws were changed to allow voters to register using names on their birth certificates, the FEO also facilitated the name change request received at the VSCs and from the field registrations from the period of October 2021 till October 2022.

Below is the tally for the same:

Name Change Application Summary			
Gender	2021	2022	TOTAL
Male	45	15	60
Female	140	61	201
Total Number of Application Received/Processed	185	76	261

## Data Cleaning

There was a continuous data cleaning exercise conducted to remove deceased voters from the NRV. These Voters were identified via Confirmation of Deceased form received by our VSCs and Confirmation of Deceased forms from the Turaga-Ni-Koro's during the Voter List Verification and also via Secondary verifications of the Data received from Births, Deaths and Marriages and Fiji National Provident Fund. This resulted in a total of 28,866 voters confirmed deceased who were removed from the NRV between 01 January 2019 to 31 October 2022.

As also required by law, voters serving imprisonment of 12 months or longer cease to be a registered voter. As such, 752 voters were flagged as inmate and removed from the NRV under this category.

## Voter List

### Voter List Format

The Voter List format for the 2022 General Election was very similar to the format used for the 2018 General Election. The only change was the inclusion of the Bar codes and the QR code in the cover of the voter page of the voter List. This was done to assist during the post-election voter list analysis where the bar codes would save time and reduce human error during the analysis.

The Voter Lists format for the 2022 General Election remained the same:

- Paper Size – A3.
- Orientation – Portrait

The order of Voter Information in the Voter List is as follows:

- Surname
- First Name and Other Name
- Voters photo
- Gender
- VoterCard Number
- Residential Address
- Signature

A similar format was used for the Saint Stephens polling venue for special polling arrangement made for voters, who had registered overseas but were in Fiji and did not apply for postal voting.

The names for the Overseas Registered Voters were divided into 3 Voter Lists. All Voter Lists were utilized at the polling station. The Voter List had names of more than 650 voters, however, the maximum number of voters that can vote in a Polling Station was 650.



## Provisional Voter List Publication and Verification

In accordance with the Electoral Act 2014, the SoE may publish the provisional voter list for each polling station as approved by the EC on or before 30 September of each year except in an election year.

In preparation of the 2022 General Election, the Provisional Voter List was published 4 times before the Writ was issued on 31 October 2022.

Provisional Voter List - Verification					
PVL	Date	Location for PVL Verification	Total PVL Received HQ	Total Verified	Number of Deceased
PVL I Verified	04/10/2021-03/12/2022	Rural Areas	1,929	1,358	1,907
PVL II Verified	17/01/2022-04/02/2022	Rural and Urban Areas	1,929	1,128	6,917
PVL III Verified	15/06/2022-29/06/2022	Rural Areas	2,000	1,778	7,555
PVL IV Verification (Public Verification)	17/09/2022-25/09/2022	Urban Areas	1,349	16,996	84

## Final Voter Lists

According to Electoral Act, the Final Voter List was printed and distributed to the respective polling stations for the use of the election officials at the polling station. The Final Voter List was printed after the postal voters were confirmed on 26 November 2022. A total of 2,053 Voter List were printed, 618 for Pre-Poll and 1,435 for Election Day.

Summary of Final Voter List printed are as follows:

Division	Pre-Poll	Election Day	Total
Central	113	468	581
Eastern	189	275	464
Northern	141	250	391
Western	175	442	617
<b>Total Printed</b>	<b>618</b>	<b>1,435</b>	<b>2,053</b>

## Polling Venues for the 2022 General Election

For the 2022 General Election, a total of 1,468 polling venues were approved by the SoE to facilitate Prepoll and Election Day polling.

In comparison to the number of polling venues used in 2018, an additional 32 polling venues were identified, assessed and approved for the 2022 General Election.

## Breakdown of Polling Venues for the 2022 General Election:

DIVISION	ELECTION DAY VENUES	PREPOLL VENUES
Central	316	109
Western	303	175
Northern	202	140
Eastern	33	189
Overseas	1	0
<b>TOTAL</b>	<b>855</b>	<b>613</b>

## Breakdown of Polling Venues for Central Division:

AREA	ELECTION DAY	PRE-POLL	TOTAL
Korovou	39	9	48
Naitasiri	36	41	77
Namosi	9	14	23
Rewa	37	15	52
Serua	21	12	33
Suva	96	11	107
Tailevu	78	7	85

## Breakdown of Polling Venues for Western Division:

AREA	ELECTION DAY	PRE-POLL	TOTAL
Ba	31	16	47
Keiyasi	7	29	36
Lautoka	64	37	101
Nadarivatu	0	12	12
Nadi	47	14	61
Nadroga	74	18	92
Ra	48	49	97
Tavua	32	0	32

## Breakdown of Polling Venues for Northern Division:

AREA	ELECTION DAY	PRE-POLL	TOTAL
Bua	39	23	62
Cakaudrove	33	9	42
Macuata	60	34	94
Saqani	9	17	26
Seaqaqa	26	20	46
Taveuni	18	16	34
Tukavesi	17	21	38

## Breakdown of Polling Venues for Eastern Division:

AREA	ELECTION DAY	PRE-POLL	TOTAL
Kadavu	9	62	71
Lau	0	67	67
Lomaiviti	24	51	75
Rotuma	0	9	9

## Polling Venue Assessments

The FEO conducted a series of polling venue assessments [“PVAs”] exercises to examine the status of polling venues that were used during the General Election. These assessments ensured that the venues were available, accessible and suitable for the conduct of polling.

The following table details the PVAs carried out during the preparation for the General Election;

POLLING VENUE ASSESSMENTS	DATES
PVA 1	23 March 2021
PVA 2	04 October 2021
PVA 3	28 February 2022
PVA 4	02 May 2022
PVA 5	20 May 2022

Ongoing monitoring of polling venues were conducted by the Divisional Managers and their teams from the month of May and right up to Election Day on 14 December 2022.

With the establishment of the Geographic Information System [“GIS”] map bank posts the 2018 General Election, the FEO was able to create more effective, applicable and user-friendly maps for the operational teams to meet their preparations and planning purposes.

## Publication of Polling Venue Lists

The Provisional Polling Venue Lists and Polling Venue Maps were displayed for public inspection and scrutiny multiple times during the build up to the 2022 General Election. The FEO also sought responses from Political Parties and other stakeholders on their feedback and comments on the locations, suitability and accessibility of polling venues.

The Provisional Polling Venue Lists were published on the following dates;

POLLING VENUE LIST PUBLICATION	DATES
Polling Venue List Publication 1	25 May 2020
Polling Venue List Publication 2	30 June 2021
Polling Venue List Publication 3	19 February 2022
Polling Venue List Publication 4	25 May 2022
Polling Venue List Publication 5	07 November 2022

## Dates for consultation with Political Parties.

POLLING VENUE LIST CONSULTATION WITH POLITICAL PARTIES	DATES
First Consultation with Political Parties	28 June 2021
Second Consultation with Political Parties	31 Jan 2022

The Final Polling Venue List for the 2022 General Election was approved and published on 07 November 2022, after the issuance of the Writ. The Final Polling Venue List was published in both the local newspapers and was also available on the FEO official website.

# Methods of Voting

## Pre-Poll Voting

The venues for Prepoll voting were identified using the criteria outlined in section 82(2) of the Electoral Act. The final list of polling venues and polling times were published and gazetted on 19 November 2022. Pre-poll voting was scheduled between 05 to 09 December 2022. The schedules considered factors such as numbers of voters per venue, remoteness of the pre-poll location, time taken to travel to those locations and transport networks. The Military camps, naval bases, police stations and corrections facilities were also under Prepoll voting.

The FEO on many occasions published and informed voters particularly those in the pre-poll areas on the processes for pre-poll voting. The KYE campaign teams distributed the Election Information Booklets containing information on pre-poll voting and also conducted awareness sessions with members of these villages, settlements and communities.

During the last 2 years, the FEO had been working very closely with the Ministry of iTaukei Affairs and Rural & Maritime Development in ensuring that information pertaining to pre-poll voting and polling times were continuously disseminated and circulated during village meetings, gatherings and KYE campaigns. The Divisional Commissioners teams consisting of the Roko Tui's, Provincial Administrators and District Officers assisted the FEO teams in ensuring that voters living in the pre-poll areas were well informed and updated on the processes for pre-poll voting. FEO Area Officers maintained good relations with Turaga-ni-Koro's and arranged for staff accommodation with them.

A new initiative by the FEO was the placing of pre-poll voting signages in all pre-poll venues. This idea complimented the previous process of issuing letters to Turaga ni Koros and advising them of the day and polling time of their village or community.

The materials required by each pre-poll team was prepared in Suva and sent to the Divisional Offices for dispatch to each team before the commencement of the pre-poll voting period. Each pre-poll team was required to conduct polling at various pre-poll venues according to the circuits and schedule given to them. A variety of transport methods including by road, boat, helicopter and fixed wing aircraft were used.

## Breakdown of Prepoll Venues and number of Teams.

Division	Prepoll venues	Total number of voters	Number of Pre-poll teams
Central	109	18,177	14
Western	175	24,501	22
Northern	140	16,130	16



Eastern	189	19,099	44
<b>TOTAL</b>	<b>613</b>	<b>77,907</b>	<b>96</b>

For the 2022 General Election, a total of 96 teams were deployed to conduct polling for the 613 Pre-poll Venues. Each team comprised of a Team Leader (Presiding Officer) and up to 3 other staff.

While the teams were deployed in the fields, they had daily contact with their Area Officer to report on voter turnout or any issues that may have arisen during the day. Each team was accompanied by Police Officers to ensure that the polling materials were safe at all times.

Pre-Poll schedules were adhered to as planned, however, in some cases there were amendments made due to unforeseen or uncontrollable circumstances e.g. weather, tides, and so forth. Where it was necessary to reschedule polling, approval was sought from the EC and changes were made accordingly.

In most instances the amount of time allocated for pre-poll at a particular venue was adequate for the turnout of voters. The polling times for the 2022 General Election were based on the plans and schedules of the 2018 General Election but slightly amended to suit the current situation in 2022.

The recruitment and deployment of staff from the Divisional and Area offices worked well for the purpose of pre-poll. It enabled the Divisional Managers to have good control of the pre-poll staff and the progress of the deployments.

The FEO developed a *"Presiding Officers Pre-Poll Journal"* for each pre-poll team. This Journal was developed by the Divisional Managers and the FEO GIS team to be used by PO's during the duration of the pre-poll voting period. Each pre-poll team was given a customised Journal specifically developed to outline the activities and program the team would undertake during the 1-week pre-poll voting period.

## Election Day

Polling took place on 14 December 2022. The majority of the polling stations opened at 7:30am and closed at 6.00pm before counting began. Polling Agents and MOG representatives were permitted into the polling stations to observe the polling and counting processes. The FEO ensured that the maximum number of voters at any polling station was 650. Voters were assigned to a polling station closest to their residential address.

The final numbers of polling venues for Election Day which was published on the Notice of Poll on 16 November 2022 were as follows:

DIVISION	ELECTION DAY VENUES	TOTAL NUMBER OF VOTERS
Central	316	274,457
Western	303	233,529
Northern	202	82,544
Eastern	33	7,004
Overseas	1	8,558
<b>TOTAL</b>	<b>855</b>	<b>606,092</b>

## Postal Voting

Postal Voting is a voting platform that allowed voters residing overseas and those that could not attend to a polling station to cast their vote. All voters were given the opportunity to apply for Postal Voting from 30 October 2022 till 5pm on 23 November 2022.

Voters had the opportunity to submit their applications through the following platforms:

- Upload their application forms together with a copy of their VoterCard on the online portal: [services.feo.org.fj/postal](https://services.feo.org.fj/postal) ; or
- Hand deliver their applications any FEO office.

All applications received by the FEO within the application timeline were checked and vetted to meet the full requirements. Out of the 12,201 applications received, 8,565 applications were received through the online portal and 3,636 applications were received directly from the FEO sub-offices.

All data were entered in the Postal Voting module that managed the Postal Voting Application in the 2018 General Election but was upgraded after the review which brought about some recommendations regarding the improvements to be incorporated to the Postal module.

A total of 9,994 applications were approved as compared to 11,257 in the 2018 General Election. Postal packages were sent to the nominated address of the voter as stated in their application.

The FEO engaged 2 courier companies who were responsible to deliver and collect postal packages to and from voters. DHL were responsible to deliver packages for overseas voters while EMS-Company delivered postal packages locally. FEO had to assist EMS-Company in delivering packages to areas that could not reach mainly the maritime areas. There was a total of 1,856 overseas registered Postal Voters and 8,138 Postal Voters were registered locally. Below is a table illustrating the total number of postal packages for the 2022 General Election:

Total Packages Sent	Total Packages Returned
9,994	9,012

From the 9,012 packages returned to FEO, a total of 7,529 were admitted and sent to the National Count Centre to be counted, 1,300 were rejected and 184 received late.

The Postal Centre was based at the Nasese Centre for Training and Development [“CTD”] under the Security of the Fiji Police Force. There was a total of 90 Postal Administrative Assistants engaged by the FEO who were responsible for the vetting of postal applications, data entry, pre-packing and packing of postal packages, receiving of postal packages, scanning of returned postal packages and delivery and collection of postal packages to stakeholders.

All packages sent to voters were vetted by the Postal Clerks to ensure that each package had the following:

- Voter Instruction Booklet
- One Ballot Paper
- Secret Envelope
- Transmission Envelope
- Prepaid Returned Envelope
- Postal Voting Process Pamphlet
- If couriered, a returned prepaid courier satchel

After vetting all applications received on 23 November 2022, the total Approved Postal Voters were 9,916 but later the Postal team located 78 applications on the online portal which were submitted on

time and fully met the requirements. These applications were later authorized by the SoE increasing the total Postal Voters to 9,994.

## Voter Instruction Booklet [“VIB”]

A total of 1,135 389 VIBs were printed by Quality Print Limited and Star Printery which were 2 companies awarded the tender to print the VIBs.

The initial tender agreement was written on 17 March 2022 which stated that Star Printery was to print 670,000 while Quality Print was to print 430,000 booklets in a time span of 14 days each. Due to the increase in the final number of voters collated at the end of the EVR drive the final number of booklets needed for each division increased as well to cater for the contingencies and the increase in the final number of voters.

As such, the 2 companies were required to print the following:

Name of Company	Extra Books Printed	Total Number of Books Printed
Star Printery Limited	15,350	694,030
Quality Print Limited	5,250	441,359
<b>Total Books Printed</b>		<b>1,135,389</b>

The printing of the booklets commenced from Wednesday 18 November 2022 and concluded on Wednesday 01 December 2022.

A total of 42 staff were engaged to conduct Quality Assurance [“QA”] for the VIBs being printed.

### VIB For Divisional Awareness Drives

Below is the breakdown of books distributed to the respective divisions for their Awareness Drives:

Division	Number of Books Delivered
Central	180,000
Western	148,000
Northern	67,000
Eastern	26,359
<b>Total Distributed</b>	<b>421,359</b>

### Newspaper Inserts

As part of the awareness, the 2 main newspaper companies namely Fiji Times and Fiji Sun were engaged to insert VIBs in their newspapers on Saturday 26 December 2022. This was to encourage voters that had access to newspapers to get a copy of the VIB. Below is the total number of VIBs distributed through the newspapers:

Name of Company	Number of Books Distributed
Fiji Times Limited	18,000
Fiji Sun Limited	35,000
<b>Total</b>	<b>53,000</b>

## PRE-POLL AND ELECTION DAY VIB's

The printers also printed VIBs that were to be handed to voters inside the polling stations on Prepoll and Election Day. The required number of books to be printed plus the contingencies came to a total of 660,818 books.

Election Day Break Down		
Division	Voters	Contingency
Central	277,763	280,790
Eastern	7059	7210
Northern	83,321	84,430
Western	204,561	206,508
<b>Total</b>	<b>572704</b>	<b>578,938</b>
Prepoll Break Down		
Division	Voters	Contingency
Central	18,694	19,250
Eastern	19,300	20,130
Northern	16,337	16,970
Western	24,755	25,530
<b>Total</b>	<b>79,086</b>	<b>81,880</b>

The books were checked by a team of QA and they found some defects on the books. Since the Printers were printing in mass amounts, the defective books were taken out and replaced accordingly.

Below is the breakdown of the books printed by the 2 companies which was sent to the warehouse to be delivered to the respective polling stations for Pre-poll and Election day:

Name of Printing Company	Number of Books Printed
Star Printery Limited	441,359
Quality Print Limited	694,030
<b>Total Dispatched to Warehouse</b>	<b>1,135,389</b>

## Internal Audit for 2022 General Election

The Internal Audit function is an ongoing function at FEO and has been established since March of 2015. In a non-election year, all the Internal Audit activities are solely carried out by the Internal Auditor, however, during election year, an Internal Audit team is setup.

For 2022 General Election, an Internal Audit team was setup to assess and evaluate the implementation of the electoral processes against the approved FEO plans, standard operating procedure and the electoral laws. The team comprised of 8 staff and was led by the Internal Auditor / Manager Command Centre.

4 Audit Assistants from the Internal Audit team were appointed and trained in April 2022 and the same team audited the "Dress Rehearsal of the 2022 General Election" in May 2022. These 4 staff had previously worked in the 2018 General Election and were familiar with the election processes and activities. The training and the dress rehearsal gave these Audit Assistants a refresher on the election processes and to become aware of the changes that had taken place since the 2018 General Election. The remaining 4 staff were appointed within the Writ period.



These Audit Assistants were sent to the various trainings conducted on the electoral processes before and during the Writ period to gain knowledge and understanding of the election activities. An Internal Audit checklist was compiled for the 2018 General Election and was reviewed for the 2022 General Election to guide the Internal Audit team to carry out audits for various election activities, and where possible Internal Audit programs were also developed for the Audit Assistants to further assist them in carrying out their roles.

The legal framework and FEO policies and procedures were used as a guide to evaluate whether all electoral procedures were followed for the election areas.

From the announcement of the election date to when the final results were released, the Internal Audit team either worked in 8 hour shift or 10 to 12 hour shifts. On the last day of voter registration, being Writ day, the Internal Audit team visited randomly selected registration centers to determine if electoral processes were followed. They also went at 6.00pm on the same day to randomly selected centers to observe if voters were not allowed in line after 6.00pm to get registered or change details on their VoterCard.

Similarly, during the printing of the ballot papers at the Printery, the Internal Audit team was situated at the Printery around the clock 24 hours a day to observe the printing process until printing was over. Further, during packing of sensitive materials at the Warehouse, the Internal Audit team observed the entire packing process to ensure correct material and correct quantities of materials were packed for each polling station. On the day of the Election, the Internal Audit team visited the polling stations in Central Division on a sample basis and observed the processes on polling. At the National Count Centre and National Result Centre, which was operational for 24 hours, the Internal Audit team was present for the entire process carrying out checks and verifications.

During the Pre-Election and Election Day period, the Internal Audit attended the following election related events:

- Close of Voter Registration and relevant notices at the VSC's for general public
- Final data cleaning process
- Provisional Voter list before printing
- From receiving of Postal Voting applications, data entry, scanning, QA process, barcoding, close of postal voting application process, placement of ballot boxes for returned packages to filing process
- Receiving of Nomination forms from various registered political parties, data entry and close of Nominations
- National Candidates draw and the Candidates listing
- Verification of the printed copy of the Final Voter list before dispatching to Warehouse for packing
- Packing of sensitive materials at the Warehouse for prepoll and election day polling venues
- Publication of Polling Venues
- Election Official Refresher Training
- Presiding Officer Refresher Training
- Area Office Training
- Hub Leader training
- National Results Centre Management training
- National Count Centre training
- Training for ballot paper production team and printing of Ballot Papers
- Training for VIB and VIB production QA process
- Checking of election materials by POs at the hub offices
- Verification of Postal Voting
- Opening of polls and closing of closing of polls
- Counting of Pre-Poll and postal votes at National Count Centre
- Data entry of results from Protocol of Results, scanning and filing of Protocol of Results at National Results Centre

The Internal Audit update report was presented to the SoE, DSoE, Deputy DOpS and the Directorate heads based on the electoral activities attended by the Internal Audit team each day. It contained issues discovered during Audit process and suggested recommendations for immediate corrective actions. The FEO will rely heavily on the findings of the Internal Audit from the 2022 General Election to review and strengthen election practices for the future.

## National Count Centre

The National Count Centre was set up at the Vodafone Arena. The setup provided sufficient area for the construction of counting cubicles for the 100 counting teams and ample space for storage areas. All pre-poll voting and postal ballots were counted at the National Count Centre starting from 6pm on 14 December 2022 and continued until 15 December 2022.

The recount teams were used to conduct the counting for the boxes that were under quarantine. The recount team finished on the early hours of 17 December 2022. All counting was undertaken in the presence of polling agents, international observers, Police Officers and the EC members were present for some of the count.

The National Count Centre operated 7 12-hours shifts with 2 Count Managers per shift. Shift times were from 6pm to 6am and 6am to 6pm. Count at the National Count Centre commenced at 6pm on the night of Election Day and was presided over by the EC Chairperson.

The Count Managers ensured that the correct procedure for the counting of ballot papers were followed by the counting teams and also explained the processes to polling agents, international observers and police Officers. In addition to the Count Managers, Count Supervisors consisting of trainers were also engaged to monitor the Count teams. There were 10 Count Supervisors per shift.

Positions and staff per shift are depicted in the table below:

Position	No. of Staff per Shift
Managers	2
Supervisors	10
Administration	5
Runners	10
Count Staff	400

After the ballot boxes from 618 pre-poll stations and 13 postal stations were counted, a copy of the PoR from each station was displayed at the National Count Centre designated area. The counting of ballot papers and movement of ballot boxes within the premises was conducted under the security of the Fiji Police Force. At the end of the counting and processing of results on Sunday 19 December 2022, all ballot boxes were stored in shipping containers and transported to the FEO's main warehouse where it was under 24 hours security of the Fiji Police Force.

### Recount of Ballot Boxes

The SoE ordered a recount for polling stations that recorded high number of invalid votes or had results which could not reconcile when entered into the RMIS due to errors recorded by POs. The counting and recount procedures were very easy to follow. Recount teams consisting of EOs, Trainers and the TDU staff were on standby to conduct recounts when ordered by the SoE.

## Quarantine Ballot Boxes

Ballot boxes were quarantined for a variety number of reasons including missing POR's, PO Record Books or Voter Lists in the TEE, These items were retrieved from the ballot boxes under the observation of party agents and observers.

## The National Count Centre Training

The National Count Centre ToTs for the 20 Field Trainers was conducted on 09 December 2022 by the Operations Coordinator for Training with the assistance of the Technical Adviser for training Ms Sarah Kedzie. This was a full day training conducted at the FEO Headquarters in Toorak. The count centre training of POs and APOs' was held on 10 December to 12 December 2022.

Below is the breakdown of staff trained:

Dates	Session 1	Session 2	Session 3
Saturday, 10/12/22	39	75	72
Sunday, 11/12/22	76	73	66
Monday, 12/12/22	98		
<b>TOTAL</b>	<b>213</b>	<b>148</b>	<b>138</b>

## Central Processing Centre

On Election night and right up to the announcement of the General Elections Results the Divisional Managers were stationed at the CPC.

The CPC was setup to manage the administrative activities of the National Count Centre. The primary activities involved were as follows:

- Matching of Tamper Evident Envelopes ('TEE') against its respective ballot boxes
- Dispatch of TEE and ballot boxes to the National Count Centre
- Provide solutions pertaining to those ballot boxes and TEE's that have issues
- Dispatch original copy of PoRs to the National Results Centre
- Filing of sensitive documents including the voter list, Presiding Officer's Record Book and copy of Protocol of Results

A total of 70 Administrative Assistants were engaged for the CPC Operations not including a Recount Team which was also part of the CPC Team responsible for any recount that was required.

A total of 618 Prepoll ballot boxes was dispatched to the CPC from the Logistics team and it was the responsibility of the CPC Team to match the ballot boxes against its respective TEE's. Apart from the Prepoll ballot boxes, a total of 13 Postal ballot boxes was also dispatched to the National Count Centre by the CPC Team.

The CPC was also responsible for receiving the 1,453 Election Day TEE's. The original copy of the PoRs was dispatched to the National Results Centre and the PO Record Book together with the Copy of the PoRs were filed at the CPC.

# Command Centre Operations

The Command Centre operations for the 2022 General Election was set up as the information hub and the monitoring centre for all the election activities.

The Command Centre was established on 08 August 2022 with the appointment of the Manager Command Centre.

The Command Centre carried out following core functions for election related activities:

- Monitoring of the 2022 General Election timeline on a day to day basis and providing update to the senior management
- Gathering and analyzing of statistics for various election activities where applicable
- Monitoring of risk registers for all election activities and highlighting high risks to the relevant Directors
- Gathering incident records from all election activities, reporting to senior management and maintaining records of it
- Managed the Call Centre – 1500 platform
- Media monitoring
- Weather monitoring together with gathering information on road, bridge, crossings closure
- Providing power outages and water disruption alerts to staff

A total of 33 staff were appointed for the operations of the Command Centre and they were rostered into 2 shifts:

Position	No. of Staff
Manger Command Centre	1
Shift Supervisor	2
Data Analysis and Monitoring	10
Media Monitoring	6
Callers	14
<b>Total</b>	<b>33</b>

The Data Analysis and Monitoring team was responsible for gathering statistics for election activities, monitoring the election activities timeline at the set checkpoints and obtaining Area Office activities update through Divisional Offices.

This team was trained on the various Apps and systems of FEO to retrieve and analyze information such as RaMEO, My Polling Assistant App, Results Web, Nominations dashboard, Postal Voting dashboard, Logistics dashboard and GIS dashboard.

The Media Monitoring team was responsible for monitoring the local and overseas TV stations on the Fiji election, monitor local newspapers for election news coverage, monitor social media for election content and these updates were compiled included in the Command Centre report and submitted to the senior management. The Media Monitoring team of Command Centre underwent training from the Communications team of the FEO as well as on how to carry out media monitoring for the Organisation.

Media Monitoring was also tasked to disseminate weather bulletins to the Divisional Offices (7-day lookout and daily bulletin), provide update on the road, bridge and crossing closure to the relevant staff, provide power outages and water disruptions alerts to the staff.

These information and alerts were provided on a timely interval to the staff responsible for executing election processes for their better decision making.



The Call Centre was setup on 10 October 2022 for the 1500 platform which was activated with the official launch of the 1500 SMS platform on 18 October 2022.

The Call Centre received 2,615 calls in total since its establishment until the final results were released. Trend showed that most calls were received in the pre-polling week and on the Election Day.

The Call Summary were as follows:

<b>Number of Calls Received</b>	<b>2,615</b>
<b>Type of Network:</b>	
Vodafone	2,387
Digicel	213
Telecom	15
<b>Type of Query:</b>	
Knowing Polling Venue (Election Day)	2,280
Mobile EVR Request	5
Election Information (Training / Employment Confirmation)	71
Postal Voting Application Request / Postal Package Enquiry	131
Prepoll Voting (Wanting to know Polling Venue)	51
VSC Locations / Timing	16
Assisted Voting	4
Wanting to know about certain Election Process	15
General	42

Daily reports were compiled and submitted to the senior management which included SoE, DSoE, relevant Directors and the Deputy Director Operations.

The reports were sent in 2 intervals, at 2pm and 8pm daily. The report included update on the election timeline activities, statistics for the election process that was in progress on those individual days, update on the Area Office and Divisional Office activities, incidents, call log summary and media monitoring content.

Command Centre on a daily basis was also analyzing the risk registers received from the staff responsible for executing the election activities and updates on the high risks were provided to the Directors. The Command Centre operations ceased on 21 December 2022.

# Free Public Transportation on Election Day

## – 2022 General Election

Pursuant to section 75 of the Constitution of the Republic of Fiji 2013, the EC has the responsibility to conduct free and fair elections in accordance with written law governing elections in Fiji. In section 3 of the Electoral Act, 2014, the EC is permitted to make instructions consistent with the Act and the Constitution that are necessary for the transparent and orderly conduct of free and fair elections.

In this regard, it is noted that in 2014 and 2018, the EC engaged the voluntary services of Bus Operators in Fiji to provide transportation on Election Day to members of the general public. This arrangement did not involve any fixed schedules, payment arrangements and was largely based on the discretion of the operators. There were many locations (such as inner city and town roads and the distant rural locations) where bus services were not available. It was also noted that despite the availability of services in some areas, the turnout was lower than expected.

From the experiences of the 2 previous General Elections, the EC decided that the FEO needed to directly plan, prepare, execute and monitor the provision of transportation services during Election Day.

The FEO having critical information on the organisation of polling venues around the country were best suited to carry out this project with various relevant stakeholders in order to ensure that transportation was available for voters to access on Election Day. The FEO worked with established government machinery to ensure that this service was both beneficial and cost effective for all those involved.

While the EC left the minor mechanics of the arrangements to the FEO operations team, a few essential guiding instructions were given to the FEO. The FEO had to work with the relevant stakeholders on the ground such as the Advisory Councillors and Turaga Ni Koro's as they were equipped with the necessary local area knowledge and knew the local communities they were part of.

After various consultations with those involved, it was decided that bus services in urban areas would be on hourly intervals beginning as early as 7am on Election Day and that the frequency would be consistent with the high demand in the morning, mid lunch and afternoon to cover for the last-minute rush.

The FEO also setup a Call Centre with a Toll-free number 1503 to handle transportation queries from voters. The Call Centre was operated and managed by 40 staff from the Land Transport Authority ["LTA"], the Ministry of Rural and Maritime and the Ministry of Transport.

The Advisory councilors were assigned to monitor the PSV vehicles that were engaged to provide transport for voters travelling to and from polling venues on the day. Consultation workshops were carried out by the FEO's Divisional teams together with the representatives from the LTA to analyze the various routes and the vehicle types best suited for the various areas.

A transport plan was developed thereafter to map the various routes that will be used by transport operators on Election Day and this plan was shared with all DAC members for their feedback and responses.

A total of 218 Advisory Councilors were engaged to monitor this project around Fiji.

The table below summarizes the number of advisory councillors engaged per Division.

Breakdown of Advisory Councillors	
Division	DAC Required
Central	66
Western	84
Northern	62
Eastern	6
<b>Total</b>	<b>218</b>

Free Public Election Day Transportation Breakdown:

SUMMARY OF PSV VEHICLES USED IN THE 2022 GENERAL ELECTION			
Division	Bus	Carrier	Total
Central	57	15	72
Western	54	34	88
Northern	34	33	67
Eastern	0	6	6
<b>Total</b>	<b>145</b>	<b>88</b>	<b>233</b>

## Election Security

The FEO worked very closely with the Fiji Police Force [“FPF”] in the planning and implementation of a security plan to ensure proper security around the 2022 General Election, including the various electoral processes leading up to the election period. An election taskforce was set up by the FPF to coordinate activities between the FEO and FPF and this proved to be successful as operational activities between the 2 Institutions were organized and implemented in a timely manner.

The FEO shared its Operational Plan with the FPF election taskforce in order for the FPF to identify and highlight security issues that were likely to arise and develop strategies on addressing them. Since the FPF was tasked with providing security for the 2022 General Election, it was only appropriate that they developed their security plan based around the FEO’s Operational Plan and activities. It was also critical that FPF understood the deployment plans of the FEO teams especially during Pre-poll voting and Election Day polling as police officers provided security on the ground for FEO officials and election materials.

The FPF provided security for FEO in the following areas:

- FEO HQ Office
- FEO main Warehouse
- Postal Voting Centre
- FEO Divisional Offices/ Warehouses
- Pre-poll Voting
- Election Day Polling Venues
- National Count Centre
- National Results Centre
- Central Processing Centre
- Star Printery – venue for Ballot Papers Production
- Logistics – delivery and dispatch of election materials
- Hub Offices

The FEO had also shared its Polling Venues Provisional List with the FPF for their security analysis and the feedback from the FPF personnel on the ground were positive.

The FPF also allowed the FEO to use its police stations and posts around the country as Hub offices. These Hubs were storage points during the dispatch and return of election materials to and from the polling station during the Election Day polling.

## Election Disability Access Working Group

The Election Disability Access Working Group [**“EDAWG”**] was set up in 2016 to look at ways in making the electoral processes inclusive for persons with disabilities in the 2018 General Election. A Terms of Reference [**“TOR”**] was signed by the FEO, the National Council of Persons with Disabilities, the Pacific Disability Forum and 13 Organizations of Persons with Disabilities. This TOR was reviewed in 2021 for the 2022 General Election and the EDAWG members started meeting in early 2022 to discuss ways in developing, implementing and promoting inclusive and accessible electoral processes for all voters especially for persons with disabilities.

In February 2022, the Pacific Community [**“SPC”**] through its Governance programme which is being supported by the United States Agency for International Development signed a Memorandum of Understanding with FEO to offer technical support and electoral assistance to EDAWG in order to achieve its goal and purpose.

This collaboration assisted the EDAWG and the FEO in producing the following materials for every Polling Station during Pre-poll Voting and Election Day Polling:

- Assisted Voting Steps Diagram (Flip-chart)
- Assisted Voting Steps Easy to Read Guide (Text in English)
- Assisted Voting Steps Easy to Read Guide (Braille)
- Voter Instructions Booklet (A4 Format)

The following materials were also developed for the EDAWG members and the various Organizations for Persons with Disabilities [**“OPD’s”**].

- Assisted Voting Steps Easy to Read Guide (English, Hindi, I-Taukei, Audio and Braille)
- Voter Instructions Booklets in Braille

Also, SPC through the International Foundation for Electoral Systems assisted the FEO in reviewing and updating the ‘*Assisted Voting*’ section in the Presiding Officer’s Manual and developing a corresponding video for Presiding Officer’s during their refresher trainings.

The FEO also procured magnifying glasses and portable voting booths for wheelchair users inside the polling stations. These voting booths were also used by the FEO election officials when they were assisting voters to vote outside of the polling stations.

## 2022 General Election Dress Rehearsals

In May 2022, the FEO conducted a Dress Rehearsals for all activities that would be taking place after the issuance of the Writ. This exercise enabled Project owners to test their processes, identify areas that needed improvement and provided an opportunity for staff to simulate and familiarize themselves with the activities that would be taking place once the Writ was issued. This exercise also gave an opportunity for Management to evaluate the preparations for the 2022 General Election and assess the state of readiness of the FEO.



A Review Workshop was held after this 2 weeks exercise to discuss areas which worked well and areas that needed improvements. This exercise proved to be a success as project owners got valuable feedback from the Technical Advisers and Senior Management which allowed them to implement their projects effectively and efficiently during the election period.

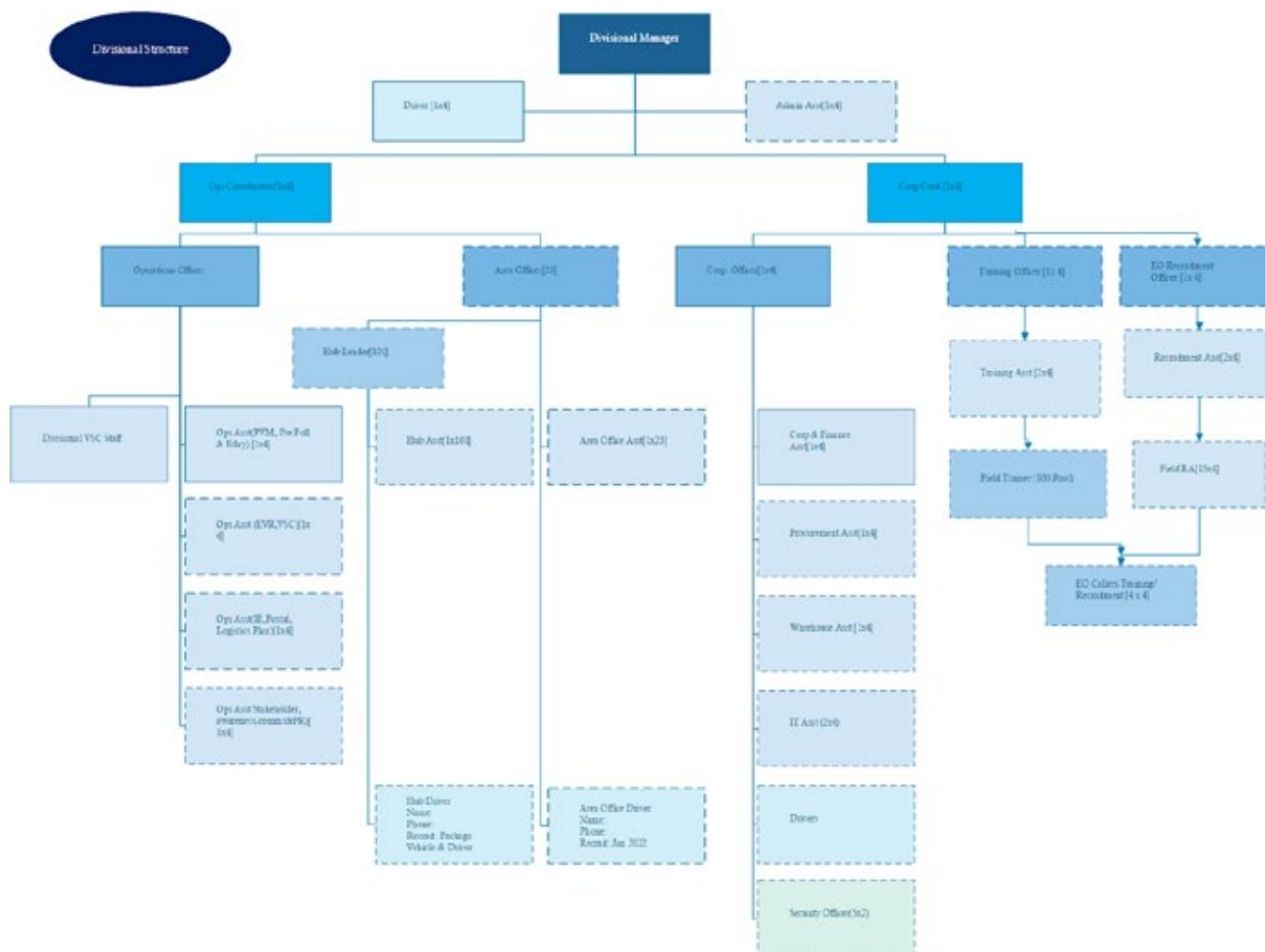
## Divisional Offices

The primary role of the Divisional Offices were to ensure that all election operations were delivered effectively and efficiently as per the FEO operational plan and allocated budget. The four Divisional Offices played a key role in carrying out the functions, roles and responsibilities of the FEO in the field during election operations. Their role was to also strengthen the collaboration and partnerships with various electoral stakeholders in order to achieve their mandate, as well as build confidence and trust in the FEO processes.

A major challenge faced in all the Divisions was the distribution of voters and their geographical locations which made planning and scheduling of events for the different projects quite difficult and demanding.

The FEO redesigned the Divisional offices structure to meet operational needs as it had expanded its functions since the 2018 General Election. The new structure ensured that Divisional Managers had the necessary support and resources to carry out its activities as stipulated in the FEO 2022 General Election operational plan and the 2020 – 2023 Strategic Plan.

Below is the approved Divisional Structure that was used for the 2022 General Election:



## Divisional Office Key Events

Below are the key dates for the Divisional Offices during the election operations:

Key Event(s)	Key Date(s)
Opening of Divisional Office	03/01/2022
Disciplinary Forces Registration	17/01/2022 – 28/01/2022
Opening of Voter Services Centers: <b>Central</b> <ul style="list-style-type: none"> <li>VSC Suva</li> <li>VSC Korovou</li> <li>VSC Nausori</li> <li>VSC Nasinu</li> <li>VSC Navua</li> <li>VSC Vunidawa</li> </ul> <b>Eastern</b> <ul style="list-style-type: none"> <li>VSC Kadavu</li> <li>VSC Levuka</li> </ul> <b>Northern</b> <ul style="list-style-type: none"> <li>VSC Labasa</li> <li>VSC Savusavu</li> <li>VSC Seqaqa</li> <li>VSC Nabouwalu</li> <li>VSC Taveuni</li> </ul> <b>Western</b> <ul style="list-style-type: none"> <li>VSC Lautoka</li> <li>VSC Sigatoka</li> <li>VSC Nadi</li> <li>VSC Ba</li> <li>VSC Tavua</li> <li>VSC Rakiraki</li> <li>VSC Keiyasi</li> </ul>	Ongoing 25/10/2021 10/11/2021 10/01/2022 06/09/2021 03/05/2022  27/05/2022 01/12/2021  Ongoing 10/01/2022 02/05/2022 02/05/2022 29/12/2021  Ongoing 04/10/2021 08/10/2021 08/10/2021 21/02/2022 08/10/2021 11/11/2021
Nationwide Registration & Awareness Drive: <ul style="list-style-type: none"> <li>KYE 1</li> <li>KYE 2</li> </ul>	28/02/2022 – 13/04/2022 01/08/2022 – 03/09/2022
School Registration Drive	19/04/2022 – 29/04/2022
3 Days Massive Urban Rollout: <ul style="list-style-type: none"> <li>Central Division</li> <li>Western Division</li> </ul>	23/09/2022 – 25/09/2022 30/09/2022 – 02/10/2022
Provisional Voter List (PVL) Display: <ul style="list-style-type: none"> <li>PVL 1</li> <li>PVL 2</li> <li>PVL 3</li> <li>PVL 4 (Public PVL Verification – Urban Centers)</li> <li>PVL 5</li> </ul>	04/10/2021 – 03/12/2021 17/01/2022 – 04/02/2022 15/06/2022 – 29/06/2022 17/09/2022 – 18/09/2022 & 24/09/2022 – 25/09/2022 20/11/22 – 01/12/2022
Writ Day Mass Voter Registration Rollout	29/10/2022 – 31/10/2022
Opening of Area Offices	31/10/2022
Distribution of Prepoll Letters and Pasting of Prepoll stickers	20/11/22 – 01/12/2022

VIB Distribution – Prepoll Areas	20/11/22 – 01/12/2022
VIB Distribution – Door to Door	02/12/2022 – 11/12/2022
Prepoll Period	05/12/2022 – 09/12/2022
Hub Office Operations	09/12/2022 – 15/09/2022
Election Day	14/12/2022
Close of Area Office	24/12/2022
Return of Materials to Divisional Office	01/01/2023 – 31/01/2023
Close of Divisional Office	31/01/2023

The Divisional Managers are required to develop logistics and deployment plans and schedules of visits for all projects undertaken in the Divisions. This together with budget consultation with the project owners and stakeholders is vital for the successful execution of the various projects that were required to be conducted in the field. Upon approval of plans and budget by management, the project was then implemented, coordinated and monitored by the Divisional teams.

Divisional Managers also ensured that voter registration services and awareness programs were conducted throughout the country. This meant that the programs and schedules had to cover all communities, villages, settlements and all urban locations. Secondary schools and Tertiary institutions as well as Business houses and communities were covered during these projects. This was important as FEO needed to ensure that all Fijian citizens were given an opportunity to register, update their voter information and understand the voting process for the 2022 General Election. Multiple voter registration and awareness programs were conducted prior to the Writ of the 2022 General Election was issued and FEO made every effort to attend to every request that was made through the Divisional offices. Ongoing registration teams were available to attend to mobile requests and home visits for those voters that were unable to visit the VSCs for voter services.

### Projects that were monitored by Divisional Managers:

Projects	Work Period	Activity
Divisional Office Operations	November 2021 to March 2023	<ul style="list-style-type: none"> <li>• Identification and assessment of suitable office space</li> <li>• Purchase of Divisional Office materials</li> <li>• Ensure staffing requirements for Divisional Office is provided by relevant Department</li> <li>• Timely Setup and Opening of Divisional Office</li> <li>• Manage Divisional Office operations</li> <li>• Oversee Divisional Office Fleet</li> <li>• Manage and monitor Divisional Office and project Budgets which falls under the Division</li> <li>• Endorse Divisional vendor payments</li> <li>• Monitor staff attendance, leave and TOIL</li> <li>• Conduct stock take of all FEO assets in the Division</li> <li>• Return all FEO Assets to HQ Warehouse</li> <li>• Ensure timely closure of Divisional Office</li> </ul>
Polling Venue Assessments	04 January 2022 to 14 December 2022	<ul style="list-style-type: none"> <li>• Weekly polling venue update</li> <li>• Polling Venue Monitoring</li> <li>• Polling Venue Assessment</li> </ul>

KYE 1 & 2	<p>KYE 1 – 26 February to 13 April 2022</p> <p>KYE 2 – 01 August to 03 September 2022</p>	<ul style="list-style-type: none"> <li>• Training of pool AA's</li> <li>• Arrangement of accommodation, transportation and allowances</li> <li>• Deployments of teams for awareness and engagement with the voters</li> <li>• Distribution of promotional items</li> <li>• Conduct Voter Survey</li> </ul>
EIB and Brochures Distribution	January to October 2022	<ul style="list-style-type: none"> <li>• Submit EIB requirements for the Division</li> <li>• Deploy teams for distribution of EIB's</li> <li>• Monitor distribution</li> </ul>
Electronic Voter Registration	<p>26 February to 02 April</p> <p>04 July to 22 July 2022</p>	<ul style="list-style-type: none"> <li>• Deployment of Teams to conduct voter registration services</li> <li>• Arrangement of accommodation and transport</li> <li>• Data Back Up</li> </ul>
Provisional Voter List Display	<p>PVL 1 - 04 October to 03 December 2021</p> <p>PVL 2 – 17 January to 04 February 2022</p> <p>PVL 3 - 15 June to 29 June 2022</p> <p>PVL 4 – 17 September to 25 September 2022</p> <p>PVL 5 – 20 November to 01 December 2022</p>	<p>Deployment of teams to distribute the Provisional Voter List</p> <p>Arrangement of accommodation, transport and allowances</p> <p>Gathering reports or feedback from voters on displacements and errors</p>
Election Official Recruitment	04 October 2021 to 27 December 2022	<ul style="list-style-type: none"> <li>• Identification and Assessment of Recruitment venues</li> <li>• Arrangement of Recruitment Venues with vendors</li> <li>• Training of Recruitment Assistants (RA's)</li> <li>• Arrangement of Accommodation, transportation and allowances for RA's</li> <li>• Deploy RA's for Recruitment</li> <li>• Contracting of EO's</li> <li>• Facilitate contract replacement during Prepoll and E-day</li> <li>• Submission of attendance and necessary documents for processing salary</li> <li>• Project monitoring and report</li> </ul>
Election Officials Training	04 October 2021 to December 2022	<ul style="list-style-type: none"> <li>• Identification and Assessment of Recruitment Venues</li> <li>• Arrangement for Field Trainers TOT's</li> <li>• Creation of Training Plan</li> <li>• Arrangement of training venues and training logistics</li> <li>• Deployment of Field Trainers</li> <li>• Project Monitoring and reporting</li> </ul>
Voter Services Centers	December 2021 to January 2023	<ul style="list-style-type: none"> <li>• Identify and asses Office Space for Voter Services Centers</li> <li>• Arrangement of office space with vendors</li> <li>• Facilitate tenancy agreement signing</li> <li>• Purchase of VSC materials</li> <li>• Open and monitor VSC operations</li> </ul>



Area Office Operations	04 January 2022 to December 2022	<ul style="list-style-type: none"> <li>• Identification and Assessment of Area Office</li> <li>• Arrangement of Office space with Stakeholders and vendors</li> <li>• Purchase of Area Office Materials</li> <li>• Review and update of Area Officers Manual</li> <li>• Opening and Closing of Area Office</li> </ul>
Hub Office Operations	09 December to 15 December 2022	<ul style="list-style-type: none"> <li>• Identification, Assessment of Hubs Office</li> <li>• Preparation of Hub Leaders Manual</li> <li>• Hub Leader Training</li> <li>• Preparation of Hub Booklets</li> <li>• Opening and Closing of Hub Office</li> </ul>

### Writ to Writ Period Activities:

Projects	Work Period	Activity
Mass Voter Registration Roll Out Plan- Writ Day	<ul style="list-style-type: none"> <li>• October 2022</li> </ul>	<ul style="list-style-type: none"> <li>• Arrangements with business communities on available spaces for hot spots in towns</li> <li>• Arrangement of accommodation and transport for teams</li> <li>• Final collection of data backups and materials</li> </ul>
Postal Voting	<ul style="list-style-type: none"> <li>• 31 October to 14 December 2022</li> </ul>	<ul style="list-style-type: none"> <li>• Receive and submission of Postal Voter Applications</li> <li>• Daily display of Approved Postal Voter List</li> <li>• Receipt of Postal Packages in VSC's, Area Offices and Divisional Office</li> <li>• Collection and Return of Postal Packages to Postal Center</li> </ul>
Voter Instruction Booklet Distribution	<ul style="list-style-type: none"> <li>• Prepoll Areas – 20 November to 1 December 2022</li> <li>• Door to Door – 2 December to 11 December 2022</li> <li>• Distribution of VIB's to Business Houses and VSC's – 25 November to December 11</li> </ul>	<ul style="list-style-type: none"> <li>• Develop VIB deployment plan and Budget</li> <li>• Arrangement of accommodation and transport</li> <li>• Deployment of Teams to Distribute VIB</li> <li>• Monitoring and update</li> </ul>
Prepoll Voting	<ul style="list-style-type: none"> <li>• June 2021 to December 2022</li> </ul>	<ul style="list-style-type: none"> <li>• Develop Deployment Plan and Budget</li> <li>• Conduct Polling venue assessment for prepoll venues</li> <li>• Liaise with internal and external stakeholders on Prepoll teams travel, accommodation, allowance and other prepoll requirements</li> <li>• Review and update Prepoll Journals</li> <li>• Monitor Team deployment</li> <li>• Sought necessary approvals for any change in the approved schedule</li> </ul>
Election Day	<ul style="list-style-type: none"> <li>• June 2021 to February 2023</li> </ul>	<ul style="list-style-type: none"> <li>• Polling venue Assessment for Eday venues</li> <li>• Confirm and arrange extra Election day requirements with internal and external stakeholders</li> <li>• Monitor delivery and collection of election materials</li> <li>• Ensure security of election materials through collaboration with the Fiji Police Force</li> <li>• Monitoring of Election day activities</li> </ul>

Election Day	<ul style="list-style-type: none"> <li>Pre-poll: 05 December to 09 December 2022</li> <li>Election Day: 14 December 2022</li> </ul>	<ul style="list-style-type: none"> <li>Review and assessment of Election Day venues</li> <li>Identification of extra election day requirements</li> <li>Arrangement of polling venues with venue owners</li> <li>Monitor the distribution and collection of election materials</li> <li>Ensure election materials security in collaboration with Fiji Police Force</li> <li>Address and escalate issues faced on Election day</li> <li>Monitor and follow up on EO's and vendor payments</li> </ul>
Return of Election Materials to the FEO Warehouse	<ul style="list-style-type: none"> <li>16 December 2022 to 31 January 2023</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with relevant internal stakeholders on Distribution and Collection plan for Election materials</li> <li>Facilitate the Distribution and Collection of materials from Area Offices</li> <li>Conduct Stock take of materials</li> <li>Providing proper inventory updates to responsible department</li> <li>Return materials back to the FEO Warehouse</li> </ul>

## Area Offices in the Divisions

During the build up and preparations towards the 2022 General Election, each Divisional Office was responsible for the administration and management of the various Area Offices attached to their Divisions. Each Divisional Manager was in charge for the planning, execution and monitoring of operational projects and activities in their areas of operation.

Due to the single national constituency boundary, the FEO had drawn up its internal electoral boundaries for ease of logistics operations during Prepoll and Election Day polling. In total, there were 25 Electoral Areas managed by 23 Area Officers.

To ensure that the Divisions share the workload and cope with the logistics of the Election Day operations, the areas were evenly distributed. This allowed the Eastern Division to monitor 2 areas from the Western Division and 2 areas from the Central Division on Election Day. However, for Prepoll voting, the Divisions managed logistics operations within their own respective Prepoll areas.

Below is the breakdown of the FEO areas looked after by the 4 Divisions during election operations.

Division	Electoral Areas	Electoral Offices	Prepoll		Election Day		
			Polling Venue	Polling Station	Hubs	Polling Venue	Polling Station
Central	8	8	109	113	31	206	468
Eastern	4	2	189	189	19	223	275
Northern	5	5	140	141	21	202	250
Western	8	8	175	175	30	223	442
Overseas						1	
<b>Total</b>	<b>25</b>	<b>23</b>	<b>613</b>	<b>618</b>	<b>101</b>	<b>855</b>	<b>1435</b>

The detailed breakdown by area is provided below:

Division	Area	Prepoll		Election Day		
		Polling Venue	Polling Station	Hubs	Polling Venue	Polling Station
Central	Navua	35	35	3	33	42
	Suva – Raiwaqa	-	-	7	32	100
	Suva - Nabua	13	17	7	43	109
	Suva – Nasinu	-	-	6	30	95
	Suva – Nakasi	-	-	5	37	91
	Vunidawa	41	41	3	31	31
	Nausori	11	11	-	-	-
	Korovou	9	9	-	-	-
	<b>TOTAL</b>	<b>109</b>	<b>113</b>	<b>31</b>	<b>206</b>	<b>468</b>
Eastern	Lomaiviti	51	51	2	24	24
	Kadavu	62	62	1	9	9
	Rotuma	9	9	-	-	-
	Lau	67	67	-	-	-
	Rakiraki (Western)	-	-	3	48	51
	Tavua (Western)	-	-	3	32	46
	Korovou (Central)	-	-	4	42	46
	Nausori (Central)	-	-	6	68	99
	<b>TOTAL</b>	<b>189</b>	<b>189</b>	<b>19</b>	<b>223</b>	<b>275</b>
Northern	Labasa	42	42	6	60	94
	Seaqaqa	16	16	3	26	31
	Nabouwalu	23	23	3	39	39
	Taveuni	16	16	2	18	22
	Savusavu	43	44	7	59	64
	<b>TOTAL</b>	<b>140</b>	<b>141</b>	<b>21</b>	<b>202</b>	<b>250</b>
Western	Sigatoka	14	14	8	66	90
	Lautoka	55	55	5	38	100
	Lautoka - Nadi	-	-	5	37	87
	Lautoka - Lomolomo	-	-	6	38	83
	Ba	16	16	5	34	72
	Keiyasi	28	28	1	10	10
	Tavua	13	13	-	-	-
	Rakiraki	49	49	-	-	-
	<b>TOTAL</b>	<b>175</b>	<b>175</b>	<b>30</b>	<b>223</b>	<b>442</b>
<b>TOTAL</b>		<b>613</b>	<b>618</b>	<b>101</b>	<b>854</b>	<b>1,435</b>

## Human Resources in the Division

Similar to the 2018 General Election, the 4 Divisional Offices were only responsible for the organisation of recruitment venues and tests for Election Officials while the actual recruitment and appointment of staff were managed by the HR team located at HQ.

Other HR processes listed below were handled by the Divisional teams for their Divisional staff:

- Staff timesheets and leave applications
- Monitoring overtime approvals for accumulations of Time Off In Lieu [**“TOIL”**] and Meal Allowance Claims
- Signing and witnessing of Divisional and project staff contracts
- Monitoring and ensuring that the corresponding Divisional positions are filled on time
- Recommending inhouse trainings for Divisional staff with respect to their individual assigned responsibilities, their capabilities and the benefits the training will have for the division
- Manage and monitor proper processing of staff exits at the end of each contract or upon staff resignation by liaising with IT and warehouse section in the division on return of issued materials/ office assets and HR division at the main headquarters on confirmed applicable leave entitlement

Apart from the Election Officials engaged as PDWs, below is the breakdown of the number of staff that worked in the Divisional Offices and its sub offices:

Divisions	No. of Divisional Office Staff	No. of VSC Staff	No. of Area Office Staff (Area Officer, AO Assistant, Driver)	No. of Hub Office Staff (Hub Leaders and Hub Assistant)	Total Number of Staff
Northern	25	15	15	42	97
Western	22	21	24	72	139
Eastern	25	4	6	6	41
Central	25	21	24	82	152

## Election Officials – Contracting and Recruitment in the Divisions

Each Division was assigned 3 Election Officials Recruitment Staff; A Corporate Officer Recruitment with 2 Recruitment Assistants to help with the recruitment process in the Divisional Offices.

The Recruitment Officer under the supervision of the Corporate Coordinator and Operations Coordinator developed the Recruitment Deployment Plan for the Division, identified the materials and resources that were needed and the associated costs required for the execution of the project.

While the Divisional Corporate section facilitated the hiring and payment of the recruitment venues and fleet; the Divisional Operation Officer looked for suitable venues with proper venue assessment to check for availability of required power source, public amenities, proper water source and accessibility.

This collaboration work within the Division has proven to be very efficient in securing the most accessible and centrally located Recruitment Venues and also in obtaining venues with very low to no costs at all. Decentralising this responsibility to the Divisional Offices ensured that proper accountability for venue payments were carried out in a timely manner.

Another benefit of having the Divisional Office take up the responsibility of monitoring recruitment and contracting of their Election Officials was the ability of the staff to effectively and efficiently replace Election Officials due to their localised area knowledge. The recruitment teams continued to organise staff replacements right up to the morning of Election Day while the respective Area Officers and their Area Hub Leaders were assisting in ensuring that proper contracts were signed and witnessed on time for the Recruitment teams. These ensured proper and quicker verification with the HQ Elections Officials Team and Finance in processing their payments on time.



Below is the breakdown of Election Officials engaged for Prepoll and Election Day for the 2022 General Elections:

Divisions	Total Number of Prepoll Staff	Total Number of Election Day Staff	Total Number of Election Officials (Prepoll & Elections Day)
Northern	63	1,166	1,229
Western	87	2,441	2,528
Eastern	176	1292	1,468
Central	60	2,668	2,728

## Stakeholder Engagement

The Divisional Managers established networks with its relevant stakeholders on the ground. The 2 most important stakeholders were the Divisional Commissioners under the Ministry of Rural and Maritime Development and the Divisional Police Commanders of the Fiji Police Force. Meetings and workshops were conducted with these stakeholders in order to strengthen partnership and coordination during the delivery of the 2022 General Election.

In addition to the above, the Divisional Managers also had multiple stakeholders to work with in order to meet to their needs and requirements for delivering the required projects and activities. The list of stakeholders included:

- Roko Tui's
- Provincial Administrators
- District Officer's
- DAC Members
- Town Administrators
- School Principals and Managers
- Government Shipping Services
- Polling Venue Owners
- Registration Venue Owners

## Procurement and Asset Management

Procurement of goods and services for the 2022 General Election were mainly handled by the Divisional Offices. Under the Divisional Corporate Team, the Divisional Corporate Coordinator oversees the procurement and purchasing responsibilities with the assistance of the Corporate Officer and the Administrative Assistant. The team is responsible for the following activities:

- Raise Procurement Forms, source quotations and conduct evaluations with recommendations on required purchases or hiring of services for the divisions
- Liaise with vendors on confirming purchases or hiring and follow up on invoices for payments
- Ensure clearance of payments to vendors for the services rendered in the divisions
- Conduct vehicle checks for the divisional vehicles to ensure proper maintenance and servicing of the vehicles
- Work closely with the Divisional warehouse assistant on proper inventory checks and maintenances of assets and materials in the division
- Ensure that Vehicle needs for the projects is met and manage the servicing of hired vehicles
- Manage and monitor the contracting and hiring of the required fleets for the divisional logistical transport needs for distribution of materials and election officials during Pre-poll and Election Day
- Organise and manage the hiring of public transportation for the hub area voters during election day.

## Finance

The Divisional Managers and Divisional Corporate Coordinators manage their own Divisional accounts during the Writ to Writ period.

The Divisional coordinators were tasked with the responsibility of identifying accountable advance needs for the different projects in the Divisions according to the FEO Operational plans, and further requesting approvals from the various Directors in order to disburse these funds effectively and efficiently so as to not hinder the timely delivery of these projects. Proper retirements and documentations of these acquittals were carried out with strict monitoring mechanisms in place by the Financial Controller and team to ensure that funds were disbursed according to the approved budget and financial processes of the FEO.

Other financial responsibilities from the Divisional offices under the Corporate Services Team are:

- Timely submissions of Divisional staff timesheets and all other project staff in the division, including the Area Officers and their respective staff
- Update, manage and monitor TOIL and leave applications for the staff
- Liaise with HQ HR team and finance on issues relating to staff payments, payslips, payments of meal allowances and applicable eligible leaves and resignations
- Checks and verified drivers running sheet and fuel invoices for HQ Transport and procurement team facilitations
- Check and ensure that all proper invoicing and payments for the services and purchases in the Divisions is completed with proper documentations maintained

## Election Simulation Exercises

Election simulation exercises on various projects during the Writ to Writ period were conducted in the Divisions to familiarize staff on approved processes and timelines. This was also a great opportunity for project owners to test procedures to ensure that coordination and execution of these processes with other relevant internal or external stakeholders would work.

While a few smaller simulation exercises were conducted within the Divisions, an extended and extensive Dress Rehearsal program for the 50 days Writ to Writ period compressed to a 12-day exercise was conducted by the FEO to ensure that all activities would run smoothly without any major hiccups or obstacles.

Running simulation exercises was very beneficial to the Divisional teams especially to the Area Officers as they would be executing logistics operations in their different areas of responsibility. This was also an opportunity for these officers to understand the important election timelines, the inter-linking of projects and the significance of their role in the field. These simulations also allowed the Divisional Managers to address issues and areas which were of a concern, identify the gaps and ascertain possible solutions moving forward.

Election simulation exercises conducted in the Divisional offices included the following:

- Election Dress Rehearsal
- Logistics Distribution of Sensitive Materials from Warehouse to Area Office
- Receive and Dispatch of Sensitive Materials using EMS
- Postal Voting – Distribution and Collection
- Mass Roll Out Plan – Close of Registration on Writ Day and Collection of Data and EVR Materials

# Special Projects

## Community Engagement Project

The FEO since April 2022 began a Stakeholder Engagement on Electoral Education Project between the FEO and the United Nations Development Programme [“UNDP”]. The Community Engagement Project was then undertaken by the FEO as the lead Implementing Partner in the project. The SoE activated a Special Project Task Force to undertake this project. The project was undertaken in 2 phases. Phase 1 was the Community Election Advocate and Phase 2 was the School Elections Advocate.

### Phase 1 – Community Election Advocate

From 19 April 2022 until 22 August 2022 the SPTF had trained and certified 208 Community Elections Advocates, these advocates were representatives of Women’s and Youth Groups from Religious Organisations, Settlements and Villages as well as Turaga-ni-Koro’s and DAC from all the 4 Divisions in Fiji, Central Division, Northern Division, Western Division, Eastern Division (Lau Group), and members of the EDAWG.

The FEO in total has trained and certified 47 Women representatives from Women’s Groups from villages and settlements in Fiji.

### Phase 2 – School Elections Advocate

The schools were enlisted through the assistance and approval of the Ministry of Heritage and Arts to engage a Social Science Teacher and a Year 13 Student to attend a 1 full day training workshop. The workshops were conducted from 17 August 2022 until 12 September 2022 in Suva, Labasa, Savusavu, Rakiraki, Ba, Nadi, Sigatoka, Lautoka, Navua and Nausori. Through these workshops the FEO was able to cover majority of the schools in Eastern, Central, Western and Northern Division.

The general aim of the project was to train and certify participants in the knowledge of Elections, namely; How to Vote, When to Vote, Voter Registration and other important election information in Fiji. Through this initiative the FEO has trained and certified 276 students and teachers. The FEO through this project has been able to through School Elections Advocates to reach 6,514 eligible voters from 87 respective school communities.

## Stakeholders Forum on Enhancing Voter Participation

On Wednesday 30 March 2022, the FEO hosted a Stakeholders Forum on Enhancing Voter Participation at the Grand Pacific Hotel. This forum was organised to address the low voter turnout recorded for the 2014 and 2018 General Election and look at ideal best practices and options to create greater participation for the 2022 General Election.

The FEO invited various local and international stakeholders to attend the Forum, the Forum was divided into various sessions that contained presentations and panel discussions. International stakeholders included representatives from Australia and New Zealand Electoral Commission as well as representatives from IFES. Local stakeholders included representatives from Political Parties, Grassroots Youth and Women’s Groups, Academics and members from the EDAWG.

The Forum also laid the framework for the Community Elections Project run by the FEO and UNDP. The discussions and deliberations from the forum also assisted the FEO in implementing other special projects for the 2022 General Election.

# Conclusion

The journey in preparing for the 2022 General Election was not an easy one given the challenges of the Covid-19 Pandemic. However, that did not deter the FEO in its preparatory efforts.

The FEO is grateful to all of its stakeholders, partners and donors for their support, cooperation and contributions towards the FEO's conduct of the 2022 General Election.

There are a lot of processes and activities that the FEO will be reviewing and lessons learnt from the 2022 General Election that will assist the organization to strategise in preparing for the next General Election.





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# Nationwide Voter Registration and Awareness Drive

26 February to 2 April 2022

100% High Street, Towns, Sites | 100% High Street, Towns, Sites | 100% High Street, Towns, Sites

