

Outline Of Accomplishments

January - August 2005

Elections and Boundaries Department

I. Myrtle Palacio
CHIEF ELECTIONS OFFICER
August 2005

1. Institutional Strengthening

a) Capacity Building and Empowerment of Staff

➤ *CXC Exams*

- 2 staff members successful in CXC English
- 1 staff member awaiting results in CXC Typewriting

➤ *Tertiary Level Institution*

- 6 staff members pursuing Associate Degree
- 3 pursuing first Degree
- 1 pursuing Master's Degree

b) Award System

- Recognition to one staff member for extraordinary contribution in Boundary Redistricting Exercise in May 2005

c) Enhancement of Physical Environment of Offices

- Moved:
 - From Racecourse Street to Euphrates Avenue
 - Refurbishment of counter
 - Replacement of AC Unit

d) Staff Communication and Planning

- Produced and disseminated Monthly Newsletter to staff and other relevant institutions
- Produced and circulated Minutes of Staff Meetings
- Produced Reports to Management
 - Adjustment of Records on Re-division of Electoral Divisions
 - Conference Participation—*“Improving the Quality of Election Management”*; New Delhi, India, February 24 – 26, 2005
 - Participation in CARICOM'S Electoral Observer Mission to Suriname's Elections; Suriname, May 25, 2005
- National Staff Meeting:
 - January 27, 2005—Discussed and produced a Vision Statement: *“To Promote and Safeguard a Transparent and Efficient Electoral Process”*
 - March 15, 2005—*“Where Are We? —The Journey Discussed and decided on the Department's Shared Values:*
 - Transparency
 - Integrity
 - Self-governance
 - Impartiality

- ❑ Credibility
- ❑ Compliance
- ❑ Efficiency
- ❑ Accuracy

- June 18, 2005—“*Training: A Medium for Maintaining Change*”

- ❑ Meeting with Belize City Registering Officers:

- March 31, 2005—Vetting boundary description

- ❑ Staff Training:

- Staff Workshop—June 18, 2005

Theme: “**Training—A Medium for Maintaining Change**”

Facilitators:

Mrs. Yvette Alvarez, Deputy Governor, Central Bank of Belize “*The What and How of Public Sector Revenue*”

Hon. Richard ‘Dickie’ Bradley, Senator “*Legal Issues pertaining to Post Boundary Redistricting Exercise*”

Mr. Justin Palacio, Director, Office of The Services Commission “*Staffing Issues and the New Role of the Services Commission*”

Mrs. Myrtle Palacio, Chief Elections Officer “*The Registration Process*”

- Orientation Training Workshop, July 22, 2005—conducted by Ms. Sharole Saldivar, Acting Assistant Chief Elections Officer

e) Production of Manuals and Brochures

- ❑ Produced two staff brochures
 - Safety in the Workplace: Be Safe, Be Secure
 - Hurricane Plan: Office Preparation Tips
- ❑ Produced 2 Manuals to be used as guide for the Conduct of Elections
- ❑ Reprinted brochures on Voter Registration

f) Office Supervision

- Twenty four visits to Offices countrywide made by the Chief Elections Officer

2. Electoral Administration

a) Boundary Redistricting

- Chief Elections Officer provided technical expertise as Member of an appointed Task Force

- Completed the process of adjusting records
 - Conducted investigations
 - Updated records for divisions affected
 - Updated electronic record
 - Published Provisional Registers

- Hands-On training for IT Personnel

- Attended House Committee Meeting in Belmopan

b) Registration and Transfers

- Registration increased 10 fold since June 2005
- Transfers July and August, approximately 2,500 to date

3. Voter Education

a) Live Public Forum

- Organized and conducted a Public forum on “*Re-division of Electoral Divisions*”, April 27, 2005
- Live radio broadcast for two hours
- Repeat broadcast on Radio and T.V.

b) Workshop for Stakeholders

- Training on Voter Registration to members of UWG, July 16, 2005

c) Radio Ads

- Produced 3 Radio ads voiced by staff members
 - Available on CD
 - ID Offences
 - Information Offences
 - Adjustments of Electoral Records Schedule
 - Voter Registration

- Upgraded Theme Song

- Available on Cassette

d) Voter Appreciation Day

- Held countrywide on May 11, 2005
 - 3 displays by Archives in collaboration with the Department—Orange Walk, Toledo and Belize
 - Open-house in all Offices countrywide
 - Display at Complex Building Ground Floor

e) Library Corners

- Continuous replenishment of Library Corners countrywide

4. International Electoral Missions

- Conference on Improving the Quality of Election Management—New Delhi, India February 25, 2005
 - Chaired Plenary Session on the “*Challenge of Technology*”
 - Presented paper entitled “*The Election Management Body: Belize’s Experience in Post-Independence*”

5. Chief Elections Officer’s Public Presentation

- Live Radio Broadcast on Boundary Re-Divisioning, April 27, 2005, Belize
 - “*The Department’s Role: The Adjustment of Electoral Records at Boundary Re-Divisioning*”
- Conference on Improving the Quality of Election Management, February 24-26, 2005, New Delhi, India
 - *The Election Management Bodies: “Belize’s Experience in Post Independence”*

6. EBC Software

- Upgraded programme for electronic adjustment of records for Boundary Redistricting as follows:
 - Movement of records from one polling area to another by street
 - Movement of records from one division to another by polling area

7. Database System

- ❑ Updated of Registration Record Cards and ID Cards
- ❑ Continuous conduct of quality control
- ❑ Replacing Registration Cards
- ❑ Process ID Cards
- ❑ File current Record and ID Cards
- ❑ File all others
- ❑ Completed the reorganizing of the filing system pertaining to Record Cards
- ❑ Continuous updating of electronic records

8. Preparation for Municipal Elections 2006

- ❑ Produced 2 Manuals
 - Guide to Election Officials
 - Election Day Guidelines for Polling Agents
- ❑ Prepared Budget
- ❑ Prepared “Forms for Transparency of the Count
 - Statement of the Poll for a Polling Station (General)
 - Statement of the Poll for an Electoral Division
 - Statement of the Poll for a Municipality
 - Reconciliation of ballot Papers (General)
 - Results for an Election for a Municipality
 - Return of Uncontested Election

9. Elections and Boundaries Commission

- ❑ Attended and presented at two Meetings
- ❑ Vetted Minutes of Meetings
- ❑ Responded to correspondences on behalf of the Chairman of the Commission