

electoral administration bulletin



Issue 242 (Scotland) – 8 November 2019

UK Parliamentary general election: electoral register to be used for nominations

We have received a number of queries relating to which electoral register should be used for the nominations process.

As we highlighted in our [supplementary guidance note](#) to support ROs and EROs with the management of the forthcoming UKPGE, to be valid, subscribers will need to be included on the register that is in force on the last date for publication of the notice of election (i.e. on 11 November).

If you have already published your revised register by that point, this will be the register in force. If not, it will be your last published notice of alteration, including any additional monthly notices of alteration published in October and/or November.

You should ensure that candidates and their agents are aware of which register to use when completing their nomination papers

UK Parliamentary general election: expediting postal ballot packs to overseas and BFPO addresses

In the absence of any changes to the legal framework for the management of overseas postal votes, we recognise the practical challenges you face in ensuring that overseas voters who choose to vote by post receive their postal vote in time to complete and return it before the close of poll.

However, as you will be aware, to help address this known issue for the UK Parliamentary general election, Cabinet Office have provided information on a facility that the Royal Mail and the British Forces Post Office (BFPO) are providing to help expedite the despatch of postal ballot packs to overseas addresses and BFPO addresses.

The
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To support you in ensuring you are able to make use of the service, please find below a reminder of the process to follow, along with contact information should you have any further questions.

Postal ballot packs to overseas addresses via Royal Mail

Cabinet Office have advised that ROs should work with their print suppliers to ensure that standard overseas ballot packs for each individual parliamentary constituency (not including those to be sent via BFPO) are separated from the usual despatch of postal ballot packs and instead sent via Royal Mail's 9am Special Delivery service to:

Paul Head
RMI HWDC
Hurricane way
Langley
SLOUGH
SL3 8AQ

Ballot packs should be bundled by constituency and in country order where possible. All bundles should include [a header sheet](#) that details the following information:

- Date of despatch
- Local authority
- Parliamentary constituency
- Volume of items

For queries for Royal Mail relating to this process, please contact:

Election Support: 03456 076 416
election.support@royalmail.com
Postal Voting: 03456 564 998
postal.voting@royalmail.com

Postal ballot packs via British Forces Post Office

As above, ROs should work with their print suppliers to separate postal ballot packs to be sent to BFPO addresses from the rest of the despatch and send via Royal Mail Special Delivery to:

Postal voting
BFPO London
West End Road
Ruislip
HA4 6DQ

If there are any queries or issues regarding this service you can contact:

Bernie Hunter: Bernie.Hunter957@mod.gov.uk (copying in
Ian.Mckinney560@mod.gov.uk)

Tel: 020 8589 3460 or 020 8589 3468

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for the UKPGE.

[UK Parliamentary general election: out-of-hours advice during the election period](#)

Information on how you can contact us for advice during the election period.

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EA Bulletins are issued on a regular basis. They are one of our key channels for communicating with Returning Officers, Electoral Registration Officers and their staff. Past issues of Bulletins for England, Scotland and Wales are available [here](#). You can also [subscribe to the EA Bulletins](#).

Please [keep us informed](#) of any staff changes within your team. This will help us to keep our mailing lists up-to-date.

We are sending you this newsletter as it contains important information about the Electoral Commission's work which is relevant to you. The newsletter forms part of the Electoral Commission's public task which has its basis in the Political Parties, Elections and Referendums Act 2000. We will manage your personal information and contact details in line with the General Data Protection Regulation and UK data protection legislation as outlined in our privacy notice (<https://www.electoralcommission.org.uk/privacy-notice>)

If you no longer wish to receive this newsletter, you may [unsubscribe](#) at any time.

UK Parliamentary general election: update on party names, descriptions and emblems

As set out in [Bulletin 241](#), updates are still being made to the online register of political parties. While we do not intend to make further updates to the register after 12 November 2019, there is the potential that we may need to do so, and we will highlight in a future Bulletin any additional changes that are made after this point.

Since Bulletin 241, we have made updates to the following on the register of political parties:

- [The Independent Group for Change](#)

You can find full details of what amendments have been made in our [list of recent decisions to approve or reject applied-for party names, descriptions and emblems](#). On our website you can find a list of applications we are [currently considering](#).

Also, the following parties have been removed from the register:

- I.P.P. Invictus Popular Party
- Our Nation
- Representative Democracy Party
- Sovereign Republic
- The British Empire Party
- The Eccentric Party of Great Britain
- The New Society of Worth
- Time Party
- TLC - The Local Community - Shepton Mallet
- UK Workers Equality & Fairtrade Party
- Viva Europa

When receiving nominations, Returning Officers must check that the party name or any description given on a nomination form, as well as the requested emblem, is registered on the Commission's [register of political parties](#) and that the details provided match the registration. To ensure you are viewing the most up-to-date information, you may need to delete your browser history or refresh the page. If you are unsure how to do this, your IT team should be able to advise you.

Emblem Zip file

A Zip file of emblem images is available on our website and was last updated on 7 November. You should not use any Zip files downloaded before this date for any purpose.

While the Zip file can be used by your printer to prepare ballot papers, it is the information on the Commission's [register of political parties](#) that should be used for confirming which emblem and description to print on the ballot papers. **You should therefore ensure that you and your printers only download and use the Zip file once nominations have closed.**

Should you have any questions about the registers, please do not hesitate to [contact us](#).

UK Parliamentary general election: cyber security advice

As was the case in advance of the 2017 UKPGE, the National Cyber Security Centre (NCSC) has again published guidance to support administrators, political parties and those who want to participate in the electoral process which includes important information around good cyber security practices for the systems that support the delivery of UK elections.

- [Guidance for Returning Officers](#)
- [Guidance for individuals](#)
- [Guidance for political parties](#)

Where possible, please share the guidance for individuals with candidates and agents in your area.

In addition to the points covered by the guidance for ROs, there are a number of further practical steps you should take which will help you mitigate risks to the process:

- You should perform regular (at least daily) back-ups of register databases to ensure you have an accessible and secure electronic copy of the registers you will need for the election
- You should produce hard copies of the polling station registers as early as possible, and ensure that these are checked for accuracy in advance of use on polling day

The NCSC has also provided specific guidance to political parties on the risks from phishing, but [this guidance](#) is equally helpful for ROs.

Also, additional guidance on IT security can be obtained at www.getsafeonline.org.

UK Parliamentary general election: public awareness update - voter information resources

Further to [Bulletin 241](#), voter registration resources are now available on [our website](#). Please share these with your communications teams so they can disseminate them across available channels locally.

When our campaign launches we'll use TV and online video to reach mass audiences, supported by social media advertising to target specific under-registered groups. We will also include information on our website, where we are in the process of updating our former 'Your Vote Matters' content to make it as clear as possible for voters. We'll also share this content via our social media channels, and intend to boost the reach of our campaign through PR and partner activity.

We'll continue to provide you with information on the campaign through the Bulletin, as well as through Roll Call. If you aren't already subscribed to Roll Call, you can do so [here](#).

Reach British citizens overseas

Our campaign to encourage UK citizens living overseas to register to vote has now launched.

We've created [resources that you can share](#) to raise awareness amongst people living overseas. These include images for Facebook, Twitter and Instagram, along with suggested social media posts and a template blog.

Our messaging directs people to gov.uk/register to vote. The registration website advises them about voting by proxy (including postal proxy) and postal voting.

Your vote is yours alone

Help prevent electoral fraud by sharing our '[Your vote is yours alone](#)' resources.

The campaign, which we are delivering in partnership with the charity Crimestoppers, highlights what constitutes electoral fraud.

It aims to empower people to protect their vote, and to report any concerns to Crimestoppers anonymously. Available resources include videos, online and offline posters and images (available in English, Punjabi, Urdu and Bengali), and social media posts and graphics.

Helping electors understand the registration process

We will be updating the information available on the voter section of our website to try to address any confusion that may arise from the two-stage registration process, in particular the potential for individuals who have added their name to a HEF during the canvass to think they are already registered without having completed a registration application.

You should also consider how the messaging you include with ITRs can make clear the need to complete a separate application as part of the registration process, even where they have recently responded to a HEF, as well as highlighting the registration and absent vote application deadlines.

UK Parliamentary general election: out-of-hours advice during the election period

We will once again be providing an out-of-hours telephone advice service to deal with urgent electoral administration queries in the run up to and immediately following the December 2019 UKPGE, and we thought it would be helpful to remind you of how you can contact us.

Contacting us during normal office hours

We will be available between the hours of 08:30 and 17:30 throughout the election period to support you as usual.

If you are contacting us during normal office hours, please use our **Advice and Guidance Line: 0333 103 1928**.

Alternatively, you can email us at
infoscotland@electoralcommission.org.uk

Contacting us outside of normal working hours

Our out-of-hours advice service is now available and includes weekends throughout the election period.

Additionally, there will be 24-hour cover available on polling day, and weekend cover on Saturday 14 and Sunday 15 December.

We can be contacted out-of-hours by calling:
07917 038 549.

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