**PACA Coordinator Checklist**

Date Election

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Constituency | **P** | No | Name of constituency | **N** | No | Name of constituency |
| Polling Centre | / | No | Name of school/hall |
| Name of Candidate | **Parliamentary** | **State Assembly** |
| Name  | Name  |
| Election Agent  | Name  | Name  |
| Contact number | Phone number of Election Agent | Phone number of Election Agent |

Checklist before Dissolution of Assembly

|  |  |  |  |
| --- | --- | --- | --- |
|  | Procedure | Completed | Remarks |
|  | **Strategy** |
|  | Obtain from State EC Office* Results of the last election by Polling Streams
* Latest Electoral Roll in .xls or .mdf formats

Locate Electoral Roll used in last election in .xls or .mdf formats | PACA Coordinator sign & date |  |
|  | Identify Polling Stations and Districts known to be strongholds of own supporters and those of other parties, based on results of last Elections. Identify baseline White, Grey and Black areas | PACA Coordinator sign & date |  |
|  | **Electoral Roll** |
|  | Compare latest Electoral Roll against that of the last Elections to determine1. High increase in total voters (>3% per year or high numbers of change of address) – identify who they are (contact HQ if required) and arrange verification by visits
2. High reduction of total voters in Polling Districts known to be supporter stronghold – run analysis to identify where supporters have been moved and inform them

Review analysis by race, age, etc | PACA Coordinator sign & date |  |
|  | If transfer of outside voters is identified, escalate for HQ action and determine tactical response. | PACA Coordinator sign & date |  |
|  | **Trainers and Training** |
|  | Identify group of key Trainers and appoint Chief Trainer. Train trainers in PACA process and Training skills. Set up Trainers WhatsApp group. | PACA Coordinator sign & date |  |
|  | Run PACA training on monthly basis to give experience to Trainers. Set up training logistics to collect photocopy of MyKad and sign Form A. Conduct post-training reviews to identify potential improvements to training methods and logistics. | PACA Coordinator sign & date |  |
|  | Run Trainers & Station Masters Forum to discuss PACA process and issues to help inexperienced Trainers & Station Masters to visualize the PACA process. | PACA Coordinator sign & date |  |
|  | **Station Masters and Recruitment** |
|  | Identify group of key Station Masters and appoint Chief Station Master. Train Station Masters in PACA process and Training skills. Set up Station Masters WhatsApp group. | PACA Coordinator sign & date |  |
|  | Start assigning Station Masters for each:* Polling station in town (normally multi-streams)
* Polling Districts in rural area (normally single streams, with perhaps only one two-stream or three-stream station)
 | PACA Coordinator sign & date |  |
|  | Set up Whatsapp group for PACA Trainers and for Station Masters, as one group or separately as preferred by members concerned. | PACA Coordinator sign & date |  |
|  | Determine PACABA recruitment targets for each Station Master, based on 1.1.5 above | PACA Coordinator sign & date |  |
|  | Amend GoogleForm as appropriate and circulate to groups and Station Masters. Update any information details when required. | PACA Coordinator sign & date |  |
|  | Set up GoogleDrive with access for Election Agent, Station Masters, trainers and any other trusted persons with a specific role in PACABA administration. Set up the following folders:* Recruitment – Recruitment GoogleSheet
* Training – all training slides
* PACA Kit – all material in .pdf
 | PACA Coordinator sign & date |  |
|  | Review Recruitment GoogleSheet* Ensure each Station Master is on target with recruitment. If not follow up to see if any assistance or change of plans/approach required
* Ensure all details for every PACABA correctly obtained
* Ensure every PACABA is allocated to the correct polling station
 | PACA Coordinator sign & date |  |
|  | Organise monthly PACA training, increasing frequency to fortnightly and then weekly as it gets closer to elections. Update training attendance in GoogleSheet to ensure each PACABA attends at least once. | PACA Coordinator sign & date |  |
|  | Organise regular meetings of Station Masters (monthly is recommended) to review progress of recruitment & training, and any new development in regulations and/or PACABA process | PACA Coordinator sign & date |  |
|  | If possible, obtain the copies of IC (both sides) of each PACABA registered. | PACA Coordinator sign & date |  |
|  | **Coordinators** |
|  | Develop PACA Readiness Plan with appropriate team organization chart. | PACA Coordinator sign & date |  |
|  | Set up WhatsApp groups for Core Group, Trainers, Station Masters and Coordinators groups  | PACA Coordinator sign & date |  |

Checklist after Dissolution

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requirement | Completed | Remarks |
|  | **Strategy** |
|  | Estimate the number of streams based on previous elections as well as the required Station Masters. Determine the total number of PACABA required for each Polling Districts as follows:1. Each stream requires 2 PACAs (3 per candidate if possible) except those with reduced polling hours earlier than 2pm, which require only 1 PACA. Polling streams with two locations count as two with reduced polling hours.
2. Urban polling stations located in schools may have barungs. Assess any requirement for BAs.

Add 20-25% for standby PACABAs. | PACA Coordinator sign & date |  |
|  | Identify Grey and other areas where Pondok Panas are required | PACA Coordinator sign & date |  |
|  | **Electoral Roll** |
|  | Alert supporters to check Polling Station* During walkabouts, checking to be done by campaigner with different coloured shirt and appropriate app
* During ceramah and rallies, set up booth to check Polling Centre
 | PACA Coordinator sign & date |  |
|  | **Trainers and Training** |
|  | Set up Document flow process from Training venue or Recruiting teams to PACABA Coordinator. Identify Central Depository to hold documents. * Where Documents are kept
* Who & how often to send to RO
* From receipt from RO to Station Master Packs
 | PACA Coordinator sign & date |  |
|  | Organise PACA training, increasing to daily training as soon as possible, latest by Nomination Day. | PACA Coordinator sign & date |  |
|  | **Station Masters and Recruitment** |  |  |
|  | Develop tools for allocating PACABA* Basis for appointing Station Masters
* Basis for allocating PACABA to Station Teams
* Transition Training Group to Station Groups
 |  |  |
|  | Coordinators Team to check each Polling Station* Data overage
* Address on Waze/Google Maps
 | PACA Coordinator sign & date |  |
|  | Identify Station Masters for Election Day. Organise training for Station Masters |  |  |
|  | Identify Station Masters for Early Polling, preferable Station Masters with no prior PACA experience. | PACA Coordinator sign & date |  |

|  |  |
| --- | --- |
|  | **Coordinators** |
|  | Reorganise team structure and appoint sub-team leaders for Registration, Logistics and any other teams. | PACA Coordinator sign & date |  |
|  | Confirm Readiness Plan and finalise Budget | PACA Coordinator sign & date |  |
|  | Set up WhatsApp groups* State level policy-making group
* Constituency level decision-making group
* Constituency-level Coordinators group
* Constituency-level working groups
* Constituency-level Trainees group
 | PACA Coordinator sign & date |  |
|  | Finalise following toolsRegistering PACABA* Google Form
* Method to collect during training
* Master List

Logistics* Contents of PACA Kit
* Contents of lunch
* How much water per person
* Budget for Pondok Panas
* Identify potential suppliers for all the above
 | PACA Coordinator sign & date |  |
|  | Identify which polling stream at last Election has * reduced polling hours
* two polling locations
 | PACA Coordinator sign & date |  |
|  | Finalise Polling Centres, Polling Streams and PACABA requirements. | PACA Coordinator sign & date |  |
|  | Ensure that you have the following for each PACABA registered. Follow up if not available1. Photocopy both sides of IC, handphone photos acceptable
2. Two IC/passport sized photo (recent)
3. Form A, Oath of Secrecy signed by PACABA

All subsequent registration of PACABAs must be accompanied by above dates | PACA Coordinator sign & date |  |
|  | Set up Audit of Master List | PACA Coordinator sign & date |  |

Checklist Campaign Week 1

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requirement | Completed | Remarks |
|  | **Strategy** |
|  | Develop Counting Strategy | PACA Coordinator sign & date |  |
|  | **Trainers and Training** |
|  | PACA Training should be Daily | PACA Coordinator sign & date |  |
|  | **Station Masters and Recruitment** |
|  | Finalise appointment of all Station Masters and arrange for Station Masters training for those who have not yet been trained. | PACA Coordinator sign & date |  |
|  | Appointed Station Masters to * contact all assigned PACABAs
* set up WhatsApp group for the Station
* organise team meeting
 | PACA Coordinator sign & date |  |
|  | Commence discussions on transportation and accommodation requirements. Liaise with Logistics on any requirement that cannot be dealt with internally. | PACA Coordinator sign & date |  |
|  | **Registration** |
|  | Set up meeting of Election Agent with Returning Officer (‘RO’) to agree on the following:1. Deadline for Oath of Secrecy to be signed by RO
2. Date when the list of voters for Early Voting & Postal Voting and Electoral Roll will be available; Issuance of Postal Votes; Opening of Postal Votes envelopes; Date of Early Voting
3. Telephones can be used for messaging (outside room if inside not allowed)
4. PA can copy/photograph Forms 13 and 753
5. Last PA period need not be 2 hours as PA will not be replaced
6. Arrangements to safeguard Early/Postal Voting Ballot Boxes
7. Each candidate (not party) will have its own agents
8. RO to notify EA if any Form 717 is to be issued
9. Polling Streams with reduced polling hours
* Agree that no counting or announcement of results before 5pm
1. Polling Streams where the Ballot Box will be moving
* Agree that you can use your own stamp to stamp Ballot Box

Request the Retuning Officer to issue a circular to all POs on whatever that has been agreed | PACA Coordinator sign & date |  |
|  | Prepare Appointment Letter for each PACABA and obtain signature of Candidate or Election Agent. Send to RO for signature with: 1. Form A, Oath of Secrecy signed by PACABA
2. Appointment Letter signed by Candidate or Election Agent (not signed by RO but to prove PACA is appointed)
3. Photocopy of IC
4. IC/passport sized photo

Track to ensure everything sent is received back. | PACA Coordinator sign & date |  |
|  | **Logistics** |
|  | Finalise with vendor for the lunch & water and arrange for person to deliver on Election Day (normally Candidate or Election Agent but may require other people as well in rural areas). Ask to deliver the water immediately. | PACA Coordinator sign & date |  |
|  | Scan Electoral Rolls in softcopies; print as copies required and keep original in safekeeping.  |  |  |
|  | Prepare PACA kits, one for each polling stream (streams with two locations count as two streams) and one for each Station Master, as follows1. Electoral roll
2. Sample Forms 13, 14, 753
3. Sample of accepted and rejected Ballot Papers
4. Pencil, Eraser, Sharpener, Pen & Ruler
5. Permanent marker pen
6. Empty paper and Paper clip
7. Three Objection Letters

Assess whether the following useful for the Polling Stream concerned (whether PACABA concerned are able to use them). If not, make available only to Station Masters’ kit.1. Glue or Tape
2. Training slides
3. PA Checklist & CA Checklist
4. Acts and Regulations
 | PACA Coordinator sign & date |  |
|  | Determine the number of pondok panas required and procure/rent the required umbrellas, chairs and tables for each | PACA Coordinator sign & date |  |
|  | Obtain quotations for PACA Kits, pondok panas and provision of lunch & water. | PACA Coordinator sign & date |  |

Checklist Campaign Week 2

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requirement | Completed | Remarks |
|  | **Strategy** |
|  | Identify high risk areas to position Candidate and Election Agent | PACA Coordinator sign & date |  |
|  | **Trainers and Training** |
|  | If Training is conducted by Recruitment Team, discontinue Training after Document Submission deadline for trainees who have not yet submitted Documents. Hold refresher trainings at Constituency Bilik Gerakan. | PACA Coordinator sign & date |  |
|  | **Station Masters and Recruitment** |
|  | Finalise PACABA allocations to Polling Stations when sufficient numbers in that Polling District. Set up first Duty Roster and pass onto Station Masters. | PACA Coordinator sign & date |  |
|  | Where numbers are not sufficient Assess recruitment efforts and whether sufficient PACABAs can be recruited for that Polling DistrictIf not, determine whether all Polling Streams will be covered and revise requirement numbers.If still not sufficient, consider redeployment from other Districts.If still not sufficient, request from HQ or deploy only on priority. | PACA Coordinator sign & date |  |
|  | Arrange final briefing session for Station Masters no earlier than 3 days before Election Day.1. Discuss all latest changes to Election regulations and procedures received from SPR (final change have to be at least 72 hours before start of polling)
2. Station Masters to pick up their respective Station Masters Packs as in 2.3.3. Ask them to check whether their Kits contain the correct Electoral Roll and that the Kits are complete
3. Discuss all reports required from each Polling Stream, date and format for submission

Any other instructions from Election Agent | PACA Coordinator sign & date |  |
|  | Circulate details in 2.3.4 to Station Masters Whataspp group. Circulate reporting format* State the reporting stream; Stream format = [No parliament]/[No DUN]/[Polling Station]/[Stream]
1. Hourly voter turnout

[stream][space][hour][space][number]1. Issues arising – state reporting stream
2. Number of votes cast according to Form 13

[stream][space][number]1. Number of votes obtained for each candidate
2. [stream][space][party][number][space][party] [number]
 | PACA Coordinator sign & date |  |
|  | **Registration** |
|  | Inform RO the agents who will be in the Tallying Centre on Election Day. | PACA Coordinator sign & date |  |
|  | Prepare PACABA list in format required by RO to be submitted by reasonable deadline | PACA Coordinator sign & date |  |
|  | **Logistics** |
|  | After receiving list of Early Voters and Postal Voters from ARO, ensure each Voter registered for Early Polling and Postal Voting has been cancelled from Ordinary polling Election Roll.Insert into the correct labeled PACA Kit | PACA Coordinator sign & date |  |
|  | Prepare documents for each PACABA1. Form A, Oath of Secrecy signed by RO
2. Appointment Letter signed by EA
3. Photocopy of IC
4. Two IC/passport sized
5. EC Tag

Pack all into bags for each Station Master. | PACA Coordinator sign & date |  |
|  | Finalise Station Master Packs for each Station Master before Final Station Master briefing1. PACA Kit for each Stream
2. Documents for each PACABA
3. Station Master PACA Kit
 | PACA Coordinator sign & date |  |
|  | Prepare for each Polling Station (Urban = normally school; Rural = Single Stream; Streams with two locations count as two) material for Pondok Panas: Umbrella, table, chairs (if needed) with second copy of Electoral Roll for all Streams | PACA Coordinator sign & date |  |
|  | Work with all Station Masters to ensure transportation and accommodation requirement for all PACABA is adequate.  | PACA Coordinator sign & date |  |

Early and Postal Voting

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requirement |  |  |
|  | **Early Voting** |  |  |
|  | Arrange PA for Early Polling. PA could be on duty until 8pm unless Early Polling Electoral Roll is less than 50 voters. | PACA Coordinator sign & date |  |
|  | After Early Polling, obtain Form 13 details. Ensure total turnout is not more than Electoral Roll registration for Early Polling. Enter into Polling Result Spreadsheet. | PACA Coordinator sign & date |  |
|  | **Postal Voting** |  |  |
|  | Ensure sufficient pool of Station Masters trained in postal voting so that there will be at least one trained person available as PA when RO gives notice for issuance of postal ballots and for opening of postal ballot envelopes. (24 hours notice will be given on first instance; ‘appropriate notice’ will be given on subsequent occasions) | PACA Coordinator sign & date |  |
|  | After issuance of Postal Ballots, obtain total issued. Ensure total is same as Electoral Roll registration for Postal Voting. Enter into Polling Result Spreadsheet. | PACA Coordinator sign & date |  |
|  | After opening of Postal Ballots opening, obtain total opened and total valid Postal Ballots. Ensure total opened is not more than total Postal Ballots issued. Enter into Polling Result Spreadsheet. | PACA Coordinator sign & date |  |

Election Day

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requirement | Completed | Remarks |
|  | **Before 8am** | PACA Coordinator sign & time |  |
|  | Obtain confirmation that all PA1 are in all Polling Streams and whether any standby PACABA is used. If any Station Master has insufficient PACABAs, transfer from those with excess |
|  | Review all Polling Streams have reported their Form 13 Part A numbers. Check against Electoral Roll total voters for that Stream. Enter into Polling Result Spreadsheet.  | PACA Coordinator sign & time |  |
|  | **Lunchtime** | PACA Coordinator sign & time |  |
|  | Confirm that all Polling Streams have received their lunch package delivery |
|  | **After Close of Polling** | PACA Coordinator sign & time |  |
|  | Review all Polling Streams have reported their final Form 13 numbers. Check against Form 13 Part A numbers reported. Enter into Polling Result Spreadsheet. |
|  | Review all Polling Streams (including Early Polling) have reported their Form 14 numbers. Check against Form 13 numbers reported. Enter into Polling Result Spreadsheet. | PACA Coordinator sign & time |  |
|  | Review Postal Voting count Form 15. Check against total valid Postal Ballots opened. Enter into Polling Result Spreadsheet. | PACA Coordinator sign & time |  |
|  | Review all Station Masters have submitted all physical Form 14 to Operations Centre. Check against Form 14 numbers reported.  | PACA Coordinator sign & time |  |
|  | Agree numbers on Polling Result Spreadsheet with results announced by RO. If different, identify which Polling Stream involved. Investigate and ask for re-tallying if required. | PACA Coordinator sign & time |  |
|  | Collect all Objection Letters issued and any other discrepancies reported. Summarise and obtain clarification from Station Master concerned if needed, before they go off. | PACA Coordinator sign & time |  |

Post Election

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requirement | Completed | Remarks |
|  | **Feedback and appreciation**  | PACA Coordinator sign & time |  |
|  | Day after Election Day: Circulate message from Candidate to all PACABAs to thank them for their work.  |
|  | Gather all Station Masters for feedback session* + What was well done
	+ What could be improved
	+ What should be done differently the next time

Summarise, conclude and circulate to all, including those who were absent | PACA Coordinator sign & time |  |
|  | Arrange appreciate dinner for all PACABAs if sufficient budget. | PACA Coordinator sign & time |  |
|  | If issues arise, prepare report on deviations from Election regulations and laws. Gather names and contacts of witnesses if an Election Petition is to be prepared. |  |  |
|  | **Data** | PACA Coordinator sign & time |  |
|  | Archive all personal data received* + Name, IC number, address, phone no, email, other details
 |
|  | Delete all personal data from shared online folders (eg., Google Drive) & handphones* + Especially copies and photos of IC
 | PACA Coordinator sign & time |  |
|  | Inform everyone involved that their data have been deleted | PACA Coordinator sign & time |  |

# APPENDIX 1 – Guidelines on preparing Duty Roster

# Check which roles each of your team members has been trained for.

## Those trained as PACA can act as BA also but trained as BA only should not be PA or CA.

## Identify any prior experience as PAs or CAs and assess their aptitude.

## If not already done, rank your PACAs by experience and capability

# Determine how many PACAs you have in all

## If there are requirements for BA, subtract from PACA total. There should be two shifts for BAs. If you have more than 2 BAs, you can have more than one BA per shift. The morning shift tends to have more voters arriving.

## If you have sufficient PACAs, have three shifts (PA1: 7am-11am; PA2: 11am- 3pm; PA3/CA: 3pm to end of counting).

## Otherwise you have two groups of three shifts (PA1/CA: 7am- 10am, 3pm to end of counting; PA2: 10am-3pm). Final PA shift must last at least 2 hours.

## Stream 1 will have only 350 voters and also the most experienced PO, to whom the other POs will refer for guidance. So, place your most experienced PACAs in Stream 1. Place three shifts in Stream 1 only if you have 3 experienced PACAs.

## The remaining voters for that station will be distributed equally through the other streams, with the earlier ones for the older voters. If you don’t have enough to fill all streams with 3 shifts, priority for the third shift should go to the older streams.

# Basic shifts are 3 four-hour shifts

## 7.30am until 12 noon

## 12 noon until 4pm

### May consider starting earlier if PA1 is also PA3-CA

## 4pm until 6pm Closing; Then CA until end

# If less then 2 PAs

## If only one PACA per Station

### CA requests all POs to prepare Form 14s as CA will sign & collect after end of Counting

### Stay outside and monitor: Sign & collect Form 14 for whichever Stream that finishes Counting

### Do not go in for Counting to avoid getting stuck

## If only one PACA per Stream

### PA goes in as PA1 at 7.30am

### Leave at 10am or when situation stable: risk is lower

### REST, REST, Sleep

### Return as PA3-CA at 4pm

## If more than 3 Pas per Stream

### 4: Split PA2 shift

### 5: Split PA1 & PA2 shift

### 6: Split all 3 shifts

# If both Parliamentary and State are under the same party, roster two CAs per stream as one CA cannot cope if they have simultaneous counting for Parliamentary and for State. If you cannot get two, then ask PA1 to come back to be CA to get two CAs per stream.

## The two CAs will have 3 Appointment Letters

## CA1 have 2 Letters signed by both candidates while CA2 have 1 Letter signed by only one candidate. If one candidate is more vulnerable, CA1 will hold that Letter.

## If consecutive counting, CA1 enters with both Letters. If simultaneous counting, CA1 & CA2 enter with own Letters.

# Always have some standby PAs to be available for absentees or unexpected problems.

## Get some of the more experienced PA2s to be standby for PA1. Once all PA1s are safely in the streams and polling started, you can always release the standby for them to return for their own shift.

## If you are fortunate to have sufficient PACAs for 3 shifts, you can use your least experienced PAs in the middle shift and as standbys. If the situation is stable, send the standby in to relieve a PA after 2 hours service, preferably the older or less experienced ones. Before being relieved, SMS to the PA being relieved and ask him/her to inform PO of the change.