CONCEPT

Election and Referendum Management Course: Voter Registration, Polling and Results Integrity

4 – 8 January 2027
London - Central London four-star



Election and Referendum Management Course: Voter Registration, Polling and Results Integrity

Ref: 1637_25933 **Date:** 4 – 8 January 2027 **Location:** London - Central London four-star **Fees:** 25300 SAR

Introduction:

Election and referendum management, covering voter registration, polling and results integrity, is a 1-week course for electoral commission, returning office and council and chamber election committee staff, ending with an Election Operations and Results Integrity Plan for a case ballot. Late calendars, inaccurate voter rolls, poorly supplied polling stations and unverifiable counts expose any electoral body, municipal council or chamber of commerce to complaints, legal challenge and loss of voter trust. Nominees already prepare or supervise ballots and work through case studies on real rolls, polling forms and results returns. CoreConcept Training Center delivers this election and referendum management course.

Course Objectives:

- Map the phases of the electoral cycle and the roles of the election body, council secretariat or chamber committee onto a ballot timetable
- Build an electoral calendar and operational plan with milestones, budget lines, materials and staffing for an election or referendum
- Assess voter register quality and run candidate nomination and eligibility vetting to a written procedure
- Organise polling stations, sensitive-material custody, staff duties and counting procedures that reconcile every ballot issued
- Evaluate e-voting and results-transmission risk and verify declared outcomes through tabulation cross-checks and risk-limiting audits
- Handle complaints and electoral disputes through a documented case log and prepare an Election Operations and Results Integrity Plan

Target Audience:

- Electoral commission staff responsible for voter registration, polling operations and results management
- Returning office staff responsible for nominations, polling stations and counting centres
- Election committee members of chambers of commerce and professional associations who run board and membership ballots
- Municipal council secretariat staff responsible for organising council elections and local referendums
- Legal and complaints staff responsible for receiving, investigating and resolving electoral objections

Course Outline:

Day 1: Electoral Management Bodies, the Ballot Cycle and Current-State Review

- Electoral Cycle Model Mapping Pre-Polling, Polling and Post-Polling Phases
- Independent, Governmental and Mixed EMB Models Compared for Councils
- Referendum Question Wording Clarity and Neutrality Checks
- Stakeholder Map of Candidates, Voters, Observers and Media
- Readiness Scorecard for a Previous Chamber or Council Ballot

Day 2: Electoral Calendar, Operational Planning, Voter Rolls and Nominations

- Electoral Calendar Backward Scheduling From Polling Day Milestones
- Election Operational Plan With Budget, Procurement and Staffing Lines
- Voter Register Models for Continuous, Periodic and Membership Rolls
- Register Quality Metrics for Coverage, Currency and Accuracy
- Candidate Nomination Forms, Eligibility Criteria and Vetting Workflow

Day 3: Polling-Station Logistics, Ballot Security and Counting Procedures

- Polling Station Site Survey, Layout and Accessibility Checklist
- Sensitive Materials Chain of Custody and Tamper-Evident Seals
- Polling Staff Recruitment, Training Cascade and Duty Rosters
- Opening, Voting, Closing and Ballot Reconciliation Forms Procedure
- Counting Centre Workflow and Ballot Validity Decision Rules

Day 4: E-Voting Risk, Results Integrity Audits and Dispute Handling

- E-Voting and Online Ballot Risk Register With Security Controls
- Results Transmission and Tabulation Cross-Check Against Station Returns
- Risk-Limiting Audit Using Ballot-Polling and Ballot-Comparison Samples
- Observer and Candidate Agent Access Rules and Reporting Forms
- Electoral Dispute Resolution Case Log and Complaint Ruling Procedure

Day 5: Case Study on a Chamber Board Ballot and Integrity Plan Build

- Case Chamber Ballot Data Pack and Calendar Gap Review
- Voter Roll Sample Audit of the Case Membership Register
- Polling and Counting Resource Plan for Case Venues
- Results Audit and Complaints Scenario Exercise on Case Returns
- Election Operations and Results Integrity Plan Completion and Review

Skills You Will Gain:

- Electoral Calendar Scheduling
- Voter Roll Auditing
- Candidate Eligibility Vetting
- Polling Station Logistics
- Ballot Chain of Custody
- Results Tabulation Verification
- Electoral Technology Risk Assessment
- Electoral Complaint Adjudication

Why Attend This Course:

- Deliver an Election Operations and Results Integrity Plan to the election committee chair or electoral commission director for approval
- Decide which voter roll corrections, nomination rulings and polling arrangements are needed before the calendar closes
- Avoid ballot shortages, unreconciled counts and upheld complaints that delay results or force a repeat ballot
- Brief polling staff, counting teams and observers on procedures, forms and escalation routes

Conclusion:

Back at work, the participant presents the Election Operations and Results Integrity Plan to the election committee chair, the electoral commission director or the council secretary general. They use it to approve the electoral calendar, fix voter roll correction and nomination procedures, allocate polling and counting resources and set the results audit and complaints process for the next election or referendum. After that ballot, the unit should compare turnout handling, reconciliation errors, audit findings and complaint outcomes with the plan and revise its procedures and staffing before the following cycle.

Frequently Asked Questions FAQ:

What should participants know before an election and referendum management course?

Participants should already help prepare, supervise or review ballots in an electoral body, council or chamber. No legal or statistical training is expected. Bringing an anonymised voter roll extract, polling forms or a past results return makes the case work more useful.

How does election and referendum management differ from a course on electoral systems or political institutions?

It covers how a ballot is run: calendars, voter rolls, nominations, polling stations, counting, audits and complaints. Courses on electoral systems and political institutions compare voting formulas, seat allocation and constitutional arrangements, which this course does not teach.

Why do risk-limiting audits matter in election and referendum management?

Risk-limiting audits check a reported outcome by hand-examining a random sample of paper ballots until the evidence supports the declared result. They catch counting, software and equipment errors with small samples when margins are wide, giving the election body defensible results.

What do participants take back from the election and referendum management course?

Participants take back an Election Operations and Results Integrity Plan for a case chamber ballot, covering the calendar, voter roll audit, polling and counting resources, results audit steps and a complaints procedure ready to adapt to their own organisation.