



SOUTH AFRICA

# ELECTORAL COMMISSION

## Annual Performance Plan 2014

### Technical Indicator Descriptions



# **ELECTORAL COMMISSION**

## **Annual Performance Plan 2014**

### **Technical Indicator Descriptions**

The Electoral Commission is pleased to present its technical indicator descriptions for the following programmes of its 2014 Annual Performance Plan, as required by National Treasury:

- Programme 1: Electoral Operations
- Programme 2: Outreach
- Programme 3: Political Liaison
- Programme 4: Corporate Services
- Programme 5: Governance and International Liaison

The Annual Performance Plan details the specific performance targets that the Electoral Commission aims to achieve in a specific budget year and the next two years of the Medium-Term Expenditure Framework (MTEF), in pursuit of strategic outcomes oriented goals and objectives set out in its Strategic Plan.

The Annual Performance Plan presents the institution's programme performance indicators together with targets. Technical indicator descriptions are used to measure performance in relation to key planning concepts.

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.1.1
<b>Indicator title</b>	Number of contracted voting stations on main registration weekends or general election days in the years where applicable.
<b>Short definition</b>	Number of contracted voting stations on main registration weekends or general election days in year where applicable.
<b>Purpose/importance</b>	Tracks the contracting and utilisation of voting stations for main electoral events.
<b>Source/collection of data</b>	VSO contract records or Voting stations "opened" reports for electoral events.
<b>Method of calculation</b>	Every Voting District must contain one Voting Station; every Voting District that is linked to a main electoral event (national registration weekends or general elections) is counted. In a year where there is more than one event – for example two registration weekends, the last event is considered.
<b>Data limitations</b>	Data reliant on accurate reporting from voting station level.
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No
<b>Desired performance</b>	100% performance is desired to ensure that voting stations are contracted and made available in support of electoral events
<b>Indicator responsibility (achievement)</b>	Provincial Electoral Officers
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Logistics and Infrastructure

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### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.1.2
<b>Indicator title</b>	Number of schools used as voting stations for full scale elections (at least 60%) as a percentage of the total number of voting stations on main registration weekends or election days
<b>Short definition</b>	Number of contracted schools as voting stations (at least 60%) on main registration weekends or general election days in year where applicable
<b>Purpose/importance</b>	Tracks the contracting and utilisation of schools as voting stations for main electoral events. Schools as voting stations is the preferred option as this option ensures cost effectiveness
<b>Source/collection of data</b>	VSO contract records: Voting stations "opened" reports for electoral events.
<b>Method of calculation</b>	The total number of schools used as a voting station in a main electoral event (national registration weekends or general elections) expressed as a percentage of the total number of voting stations. In a year where there is more than one event the last event will be used.
<b>Data limitations</b>	Data reliant on accurate reporting from voting station level.
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No
<b>Desired performance</b>	A higher percentage indicates greater cost effectiveness.
<b>Indicator responsibility (achievement)</b>	Provincial Electoral Officers
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Logistics and Infrastructure

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### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.1.3
<b>Indicator title</b>	Number of permanent warehouses; municipalities with local office facilities and full time distribution services available to support electoral events
<b>Short definition</b>	Availability of warehouses / local offices / distribution service providers
<b>Purpose/importance</b>	Tracks the availability of key infrastructure facilities and logistics resources required to support the operations of the Electoral Commission
<b>Source/collection of data</b>	Relevant contracts and SLAs (service level agreements.)
<b>Method of calculation</b>	<p>National warehouse =1 (single)</p> <p>Provincial warehouses = 9 (1 per province)</p> <p>Local Offices = 234 (1 per municipality: excluding metro satellites)</p> <p>Distribution Service Provider = 1 (national contract)</p> <p>A facility that is available for &gt;90% of any year is counted once. Facilities that are available for &lt;90% of any year are not counted.</p>
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	100% performance is desired to ensure that warehouses, local offices and distribution service providers are planned, sourced and made available in support of business operations
<b>Indicator responsibility (achievement)</b>	Senior Manager: Logistics and Infrastructure
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Logistics and Infrastructure

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### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.2.1
<b>Indicator title</b>	Approved and sourced bill of material (BOM) and specifications in place within the timelines stipulated in the logistics procurement plan
<b>Short definition</b>	Defined and sourced bill of material (signed off BOM) and specifications in place within the timelines stipulated in the logistics procurement plan
<b>Purpose/importance</b>	Ensures the effective and compliant procurement and distribution of electoral materials and equipment to support the electoral activities of the Commission.
<b>Source/collection of data</b>	Signed off BOMs for every electoral event Specification documents for all items recorded on the BOM that require procurement in excess of R500,000 Approved materials requirement plans
<b>Method of calculation</b>	One signed off BOM for each electoral event supported, for procurement items over R500,000 by specifications for tenders approved by the CEO.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No
<b>Desired performance</b>	100% performance is desired to ensure that registration and electoral materials are sourced in line with requirements and specifications for each electoral event
<b>Indicator responsibility (achievement)</b>	Senior Manager: Logistics and Infrastructure
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Logistics and Infrastructure

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.3.1
<b>Indicator title</b>	Voter turnout in the National and Provincial elections of 2009 and 2014; and in the Local Government elections of 2011, as a percentage of registered voters.
<b>Short definition</b>	This indicator measures the percentage of registered voters who vote in a national and provincial, or municipal election.
<b>Purpose/importance</b>	This is a measure of participation in electoral processes.
<b>Source/collection of data</b>	Voting statistics and data collated in the IT Department
<b>Method of calculation</b>	Number of votes cast on election day divided by the number of registered voters on the certified voters roll.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Outcome.
<b>Calculation type</b>	Non-cumulative.
<b>Reporting cycle</b>	Annually.
<b>New indicator</b>	No.
<b>Desired performance</b>	This indicator is a measure of the effectiveness of civic and democracy education and communications campaigns. Higher turnout implies more effective campaigns.
<b>Indicator responsibility (achievement)</b>	Although achievement is an indicator of the success of civic and democracy education and communication campaigns, achievement also vests with all staff at the Electoral Commission who facilitate voting on voting day, as well as on a number of factors outside of the control of the Electoral Commission.
<b>Indicator responsibility (collation and quality assurance)</b>	Chief Information Officer



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### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.4.1
<b>Indicator title</b>	Number of elections set aside in each year covered by this plan
<b>Short definition</b>	Counts the number of elections that are set aside by a court of law.
<b>Purpose/importance</b>	Counts the number of elections that are set aside by a court of law owing to the court ruling on an irregularity related to the election
<b>Source/collection of data</b>	Copy of court order kept on file.
<b>Method of calculation</b>	<p>Each incidences of an election (including by elections) being set aside by a court of law within the financial year is counted as one towards the target. No elections having been set aside indicate the achievement of the target.</p> <p>The election is deemed to be set aside on the date of the court ruling, thus elections held in a previous financial year, that were set aside in the current financial year are included in this year's count. Elections held in this financial year that were set aside after the end of the financial year are included in next year's count.</p>
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	Performance that meets target of zero is desirable
<b>Indicator responsibility (achievement)</b>	PEOs and the Senior Manager: Electoral Matters
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Electoral Matters



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### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.5.1
<b>Indicator title</b>	Number of registered voters as at 31 March each year.
<b>Short definition</b>	Registered and valid voters on the voters' roll on the last working day of the financial year.
<b>Purpose/importance</b>	The number of registered voters on the voters' roll is a fundamental indicator of the growth and decrease of the voters' roll and hence its comprehensive nature.
<b>Source/collection of data</b>	The Electoral Commission's Voter Registration System (VRS)
<b>Method of calculation</b>	Every current and valid registered voter appearing on the voter's roll as at 31 March each year is counted once.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Outcome
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No
<b>Desired performance</b>	The indicator is for monitoring the number of current and valid voters on the voters' roll. The aim being to achieve the stated targets which are designed to reflect the fluctuations in voting age population. Numbers higher than the target are desirable
<b>Indicator responsibility (achievement)</b>	Although achievement is an indicator of the success of civic and democracy education and communication campaigns, achievement also vests with all staff at the Electoral Commission who facilitate voting on voting day, as well as on a number of factors outside of the control of the Electoral Commission.
<b>Indicator responsibility (collation and quality assurance)</b>	Chief Information Officer

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.5.2
<b>Indicator title</b>	Frequency per annum that voters roll is validated against national population register (NPR) (monthly).
<b>Short definition</b>	Checking of the voters' roll against the NPR on a monthly basis.
<b>Purpose/importance</b>	Legislation requires the CEO maintains the voters' roll. The purpose of the comparison of the voters' roll against the NPR is to eliminate invalid voters and to validate the voters who are eligible, thereby ensuring accuracy.
<b>Source/collection of data</b>	A monthly report is generated after verifying the voters' roll against the National Population Register (NPR) and kept on file
<b>Method of calculation</b>	Each monthly validation report generated counts as a single instance in the achievement of the target.
<b>Data limitations</b>	Accuracy of the frequency report is dependent on the reliability of database records.
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative for the year
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	The aim is to ensure the monthly verification of the voter's roll. The target of 12 events is both sufficient and necessary for the desired performance of maintaining the voters' roll.
<b>Indicator responsibility (achievement)</b>	Manager: Business Systems
<b>Indicator responsibility (collation and quality assurance)</b>	Chief Information Officer

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### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.6.1
<b>Indicator title</b>	Percentage of elections for which voters' roll is certified in accordance with election timetables
<b>Short definition</b>	This indicator measures the percentage of elections for which voters' roll is certified in accordance with election timetables
<b>Purpose/importance</b>	Tracks compliance with Section 24 (2) of the Electoral Act
<b>Source/collection of data</b>	Certified and published copies of voters' rolls
<b>Method of calculation</b>	Each certified and published copy of a voters' roll by the CEO counts as a single instance in the achievement of the target and is expressed as a percentage of the required number of certifications There should be one certified and published copy of the voters' roll for each electoral event, including by-elections.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	Performance at target is desirable
<b>Indicator responsibility (achievement)</b>	Senior Manager: Electoral Matters
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Electoral Matters

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### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.6.2
<b>Indicator title</b>	Average number of calendar days in which elections are conducted from date of vacancy.
<b>Short definition</b>	Measures the time in which elections need to be conducted as prescribed by law from the date of a vacancy. The date of the vacancy is the date on which the Electoral Commission receives the notification.
<b>Purpose/importance</b>	By law elections need to be conducted within 90 calendar days from the date of the end of term of office or a ward vacancy arising.
<b>Source/collection of data</b>	<p>For general elections: the date of the previous general election as per the election timetable, and the notice proclaiming the date of the general election.</p> <p>For by-elections, the letter from the relevant municipal manager informing the Electoral Commission of a ward vacancy, and the notice proclaiming the by-election. Also for by-elections, ward vacancy details are recorded in the candidate nomination system (CNS), which generates a list of ward vacancies for each by-election timetable.</p> <p>If a competent legal authority orders a postponement, the period of the postponement is excluded from the count.</p>
<b>Method of calculation</b>	<p>For general elections, a count of the number of calendar days from the election date as per the previous election timetable to the date on which the election is held. For general elections the 90 day count commences from the day following the date of the previous general election – plus the end of the 5 year term of office. For by-elections, an average of the count of the number of calendar days from the date on the letter from the relevant municipal manager informing the Electoral Commission of a ward vacancy is received to the date on which the election is held</p> <p>For by-elections, the 90 day count commences from the date on the letter from the municipal manager declaring a ward vacancy and ends on the date of the ward by-election.</p>
<b>Data limitations</b>	<p>The Electoral Commission is dependent on the President of the Republic proclaiming an election date within the 90 day period.</p> <p>The Electoral Commission is dependent on municipal managers informing the Electoral Commission of the existence of ward vacancies, as well as the relevant MEC for local government proclaiming the date of the ward by-election within 90 calendar days.</p>
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Desired performance</b>	Performance that is lower than target is desirable since elections must, by law, be conducted within 90 calendar days
<b>Indicator responsibility (achievement)</b>	Senior Manager: Electoral Matters
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Electoral Matters

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### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.6.3
<b>Indicator title</b>	Average number of calendar days in which to replace PR seat vacancies
<b>Short definition</b>	Measures the number of calendar days as prescribed by law in which the PR vacancy needs to be filled, from the date of vacancy. The date of the vacancy is the date on which the Electoral Commission receives the notification.
<b>Purpose/importance</b>	Whenever a councilor elected from a party list ceases to hold office, the Municipal Manager must, within 7 days of the vacancy, inform the Chief Electoral Officer (CEO). The CEO must declare the appointment in writing of the name of the person at the top of the applicable party list. The party may supplement, change or increase its party list by no later than 21 days after the councilor has ceased to hold office. The vacancy must be filled as soon as the party has supplemented, changed or increased its list but not later than 14 days after expiration of the 21 day period.
<b>Source/collection of data</b>	Letter from the Municipal Manager informing the CEO of the PR vacancy as recorded in the register
<b>Method of calculation</b>	Count from the date of receipt of the Municipal Manager's letter informing the CEO of the PR vacancy. The date of receipt of the municipal manager's letter is included in the count. The date of issue of the letter from the Commission is excluded from the count.
<b>Data limitations</b>	Dependent on the Municipal Manager's letter to the CEO informing the Electoral Commission of the vacancy and the supporting documentation i.e. the letter of resignation, death certificate or submitted revised party list.
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	Performance that is equal to, or lower than the number of days prescribed by the law is desired.
<b>Indicator responsibility (achievement)</b>	Senior Manager: Electoral Matters
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Electoral Matters

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### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.6.4
<b>Indicator title</b>	Average number of calendar days in which election results for each election are announced by the Electoral Commission
<b>Short definition</b>	Number of calendar days in which election results are announced by the Electoral Commission
<b>Purpose/importance</b>	The law requires that the Electoral Commission announce and publish election results within 7 calendar days after voting day.
<b>Source/collection of data</b>	Date-stamped print out of report from results system of election results being publicly available.
<b>Method of calculation</b>	Count of number of calendar days from the date of election to date of election results being publicly available via the Electoral Commission's Results System
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	Performance that is lower than target is desirable since results must, by law, be announced within 7 calendar days
<b>Indicator responsibility (achievement)</b>	Senior Manager: Electoral Matters
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Electoral Matters



## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.7.1
<b>Indicator title</b>	Number of electoral legislation reviews per annum
<b>Short definition</b>	Annual assessment of the legislative framework of the Electoral Commission to ensure responsiveness to changing circumstances by assessing inputs received during debriefing sessions after electoral events; the sourcing of legal opinions and precedents made by the courts.
<b>Purpose/importance</b>	To ensure that the Electoral Commission complies with its constitutional mandate, legal precedents and that the legislative framework.
<b>Source/collection of data</b>	Relevant constitutional court precedents, legislative precedents and amended acts and regulations or documents / reports on the outcome of any review.
<b>Method of calculation</b>	Each review counts as a single instance in the achievement of the target.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	Yes
<b>Desired performance</b>	The aim is to ensure that relevant constitutional court precedents and legislative precedents are incorporated into the various election related legislation in achieving the desired performance of the objective.
<b>Indicator responsibility (achievement)</b>	Senior Manager: Legal Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Legal Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.7.2
<b>Indicator title</b>	Number of relevant bill(s) submissions to parliament per annum
<b>Short definition</b>	Annual assessment of the legislative framework of the Electoral Commission to ensure responsiveness to changing circumstances by assessing inputs received during debriefing sessions after electoral events; the sourcing of legal opinions and precedents made by the courts.
<b>Purpose/importance</b>	To ensure that the Electoral Commission complies with its constitutional mandate, legal precedents and that the legislative framework.
<b>Source/collection of data</b>	Relevant Government Gazettes, Bills on amendments to the Electoral Act (73 of 1998)
<b>Method of calculation</b>	Each bill submission counts as a single instance in the achievement of the target.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	Yes
<b>Desired performance</b>	The aim is to ensure that relevant constitutional court precedents and legislative precedents are incorporated into the various election related legislation in achieving the desired performance of the objective.
<b>Indicator responsibility (achievement)</b>	Senior Manager: Legal Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Legal Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions- Programme 1: Electoral Operations

<b>Indicator number</b>	1.7.3
<b>Indicator title</b>	Number of Regulations published in Government Gazette per annum
<b>Short definition</b>	Annual assessment of the legislative framework of the Electoral Commission to ensure responsiveness to changing circumstances by assessing inputs received during debriefing sessions after electoral events; the sourcing of legal opinions and precedents made by the courts.
<b>Purpose/importance</b>	To ensure that the Electoral Commission complies with its constitutional mandate, legal precedents and that the legislative framework.
<b>Source/collection of data</b>	Relevant Government Gazettes
<b>Method of calculation</b>	Each regulation published counts as a single instance in the achievement of the target.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	Yes
<b>Desired performance</b>	The aim is to ensure that relevant constitutional court precedents and legislative precedents are incorporated into the various election related legislation in achieving the desired performance of the objective.
<b>Indicator responsibility (achievement)</b>	Senior Manager: Legal Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Legal Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 2: Outreach

<b>Indicator number</b>	2.1.1
<b>Indicator title</b>	The number of civic and democracy education events per annum.
<b>Short definition</b>	An event is defined as being an activity of educational substance with a specified target audience of at least a given minimum size of 20 people with defined inputs and outputs.
<b>Purpose/importance</b>	Voter education events are the mechanism whereby the Electoral Commission communicates democracy and balloting education messages to civil society.
<b>Source/collection of data</b>	Attendance registers, agendas, events programmes, invitations.
<b>Method of calculation</b>	Each event that meets the definition is counted towards achieving the target.
<b>Data limitations</b>	Collation of data is complex and time consuming. An outreach management system is being designed to facilitate aggregation of data, but until this is implemented, reporting requires the collation of manual records.
<b>Type of indicator</b>	Input.
<b>Calculation type</b>	Cumulative.
<b>Reporting cycle</b>	Quarterly.
<b>New indicator</b>	No.
<b>Desired performance</b>	More events mean that more citizens are informed of their democratic rights and responsibilities.
<b>Indicator responsibility (achievement)</b>	Provincial Electoral Officers.
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Civic Education, Research & Knowledge Management.

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 2: Outreach

<b>Indicator number</b>	2.2.1
<b>Indicator</b>	The number of thought leadership initiatives per annum.
<b>Short definition</b>	The number of thought leadership initiatives achieved per annum
<b>Purpose/importance</b>	As the Electoral Commission becomes more experienced in election management, and in the interpretation of the relevant laws, there is room to reflect on what practice is telling us in terms of many aspects of election management and vice versa.
<b>Source/collection of data</b>	<p>A thought leadership initiative may be defined as one of the following:</p> <ul style="list-style-type: none"> <li>Seminars/colloquia/conferences to unpack issues with analysts (agendas / programmes / invitations)</li> <li>Electoral democracy lectures (agendas / programmes / invitations)</li> <li>Briefings with stakeholders (agendas / programmes / invitations)</li> <li>Briefings with observers (agendas / programmes / invitations)</li> <li>A written opinion piece</li> <li>A research study</li> </ul>
<b>Method of calculation</b>	Each initiative counts as a single instance in the achievement of the target
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No, but indicator is redefined
<b>Desired performance</b>	More thought leadership initiatives imply a greater body of knowledge.
<b>Indicator responsibility (achievement)</b>	Senior Manager: Civic Education, Research & Knowledge Management.
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Civic Education, Research & Knowledge Management.

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 2: Outreach

<b>Indicator number</b>	2.3.1
<b>Indicator</b>	The number of research projects conducted and published per annum.
<b>Short definition</b>	The number of research projects conducted and published per annum.
<b>Purpose/importance</b>	As the Electoral Commission becomes more experienced in election management, there is room to broaden our research agenda and to reflect on what practice is telling us in terms of many aspects of election management. The aim is to generate publications and materials to preserve institutional memory and to contribute to the body of knowledge on electoral democracy.
<b>Source/collection of data</b>	Research papers published
<b>Method of calculation</b>	Each research project counts as a single instance in the achievement of the target
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No
<b>Desired performance</b>	More research projects imply a greater body of knowledge.
<b>Indicator responsibility (achievement)</b>	Senior Manager: Civic Education, Research & Knowledge Management.
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Civic Education, Research & Knowledge Management.

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 2: Outreach

<b>Indicator number</b>	2.3.2
<b>Indicator</b>	Finalise and implement knowledge management policies and systems by 31 March of each year of the Medium Term Expenditure Framework
<b>Short definition</b>	Finalise and implement knowledge management policies and systems by 31 March of each year of the Medium Term Expenditure Framework
<b>Purpose/importance</b>	The aim is to preserve institutional memory and to contribute to the body of knowledge on electoral democracy in South Africa.
<b>Source/collection of data</b>	Approved Knowledge Management Policy Functional Knowledge Management System
<b>Method of calculation</b>	One approved Knowledge Management Policy and one functional Knowledge Management system counts as the achievement of the objective
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Non-Cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No
<b>Desired performance</b>	Performance that meets target is desirable
<b>Indicator responsibility (achievement)</b>	Senior Manager: Civic Education, Research & Knowledge Management.
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Civic Education, Research & Knowledge Management.



## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 2: Outreach

<b>Indicator number</b>	2.4.1
<b>Indicator title</b>	Number of targeted media interactions per annum
<b>Short definition</b>	Number of targeted media interactions per annum
<b>Purpose/importance</b>	The Electoral Commission needs to ensure that it maintain good relationships with the media to ensure transparency and an informed civil society.
<b>Source/collection of data</b>	Media releases, media interview confirmations, filed media analysis reports
<b>Method of calculation</b>	<p>Targeted media interactions are defined as:</p> <ol style="list-style-type: none"> <li>1. media releases,</li> <li>2. media interviews, and</li> <li>3. media analysis reports</li> </ol> <p>Each targeted media interaction counts as a single instance in the achievement of the target.</p>
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	More media interactions imply greater transparency and a better informed civil society.
<b>Indicator responsibility (achievement)</b>	Senior Manager: Communications
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Communications

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 2: Outreach

<b>Indicator number</b>	2.4.2
<b>Indicator title</b>	Number of targeted communication platforms per annum
<b>Short definition</b>	Number of targeted communication platforms per annum.
<b>Purpose/importance</b>	It is important to reach the maximum number of stakeholders annually through a variety of platforms in order to inform civil society on electoral and democracy processes for increased public participation
<b>Source/collection of data</b>	“Site bibles” and reports provided by the media buyer and the advertising agency, physical posters and Service Level Agreements and purchase orders.
<b>Method of calculation</b>	<p>Targeted communication platforms are defined as:</p> <ol style="list-style-type: none"> <li>1. billboards</li> <li>2. wall murals</li> <li>3. train station boards</li> <li>4. taxi &amp; rank TV</li> <li>5. television</li> <li>6. radio</li> <li>7. posters</li> <li>8. flyers</li> <li>9. print</li> <li>10. digital / online</li> <li>11. facebook</li> <li>12. twitter</li> <li>13. mobile</li> <li>14. public call centre</li> </ol> <p>Each targeted communication platform used counts as a single instance in the achievement of the target.</p>
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	More targeted communication platforms imply greater transparency and a better informed civil society.
<b>Indicator responsibility (achievement)</b>	Senior Manager: Communications

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 2: Outreach

<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Communications
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## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 2: Outreach

<b>Indicator number</b>	2.4.3
<b>Indicator title</b>	The number of stakeholder relationships and engagements established and maintained per annum.
<b>Short definition</b>	A stakeholder is an individual or group that has a vested interest in the outcomes of an organisation. Therefore stakeholder engagement is the process that organisations engage people that are affected by its actions. Engagements must be on an on-going basis and nurtured over a period of time for a specific purpose or objective.
<b>Purpose/importance</b>	Strategic relationships and engagements ensure that the Electoral Commission can continue to do its work in an environment where all those that are affected by its work understand its practices and processes, and what is expected of them.
<b>Source/collection of data</b>	Feedback from engagement sessions with stakeholders (minutes, reports).
<b>Method of calculation</b>	Quarterly engagements must produce a minimum of one action point, bi-annual engagements should produce minimum two action points and annual engagements should produce at least three action points per session. A report back on the action point does not necessarily have to wait for the next engagement.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	Increased and more frequent stakeholder engagements to ensure that the organisation continues its work in entrenching democracy.
<b>Indicator responsibility (achievement)</b>	Provincial Electoral Officers; Senior Manager: Civic Education, Research & Knowledge Management.
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Civic Education, Research & Knowledge Management.

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 2: Outreach

<b>Indicator number</b>	2.5.1
<b>Indicator title</b>	Number of meetings with key stakeholders per annum
<b>Short definition</b>	Number of meetings with key stakeholders per annum.
<b>Purpose/importance</b>	The Electoral Commission needs to ensure that its stakeholders understand the electoral management measures put in place to ensure transparency.
<b>Source/collection of data</b>	Meeting requests, agendas or meeting minutes.
<b>Method of calculation</b>	<p>Key stakeholders are defined as the</p> <ol style="list-style-type: none"> <li>4. Presidency,</li> <li>5. 9 x Provincial Legislatures,</li> <li>6. the Minister of Home Affairs,</li> <li>7. the Minister of Basic Education and</li> <li>8. 9 x provincial MEC's for local government,</li> <li>9. Minister of DIRCO,</li> <li>10. Minister of COGTA and</li> <li>11. 9 x MEC's for local government,</li> <li>12. the Minister of Police and</li> <li>13. 9 x MEC's for safety,</li> <li>14. the Minister of State Security,</li> <li>15. the Portfolio Committee on Home Affairs,</li> <li>16. 13 x leadership of political parties represented in parliament,</li> <li>17. institutions supporting democracy,</li> <li>18. the National House of Traditional Leaders and</li> <li>19. 8 provincial houses of traditional leaders,</li> <li>20. where relevant, leadership of Non-Governmental Organisations,</li> <li>21. Higher Education South Africa,</li> <li>22. SALGA and the</li> <li>23. MDB.</li> </ol> <p>A meeting where at least one Commissioner, the CEO or a DCEO is present counts as a single instance in the achievement of the target.</p>
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 2: Outreach

<b>Desired performance</b>	More meetings imply greater transparency.
<b>Indicator responsibility (achievement)</b>	Chief Electoral Officer, Commissioners.
<b>Indicator responsibility (collation and quality assurance)</b>	Manager: Commission Services and the Manager: Office of the Chief Electoral Officer.

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 2: Outreach

<b>Indicator number</b>	2.6.1
<b>Indicator</b>	Number of Interactions / liaisons internationally per annum.
<b>Short definition</b>	Interactions / liaisons internationally per annum through participation in capacity-building initiatives, observing elections, undertaking study tours, hosting international delegations, attending meetings of regional and international bodies, intergovernmental organisations, non-governmental organisations.
<b>Purpose/importance</b>	As the Electoral Commission becomes more experienced in election management, an exercise in the interpretation of the relevant laws, there is room to reflect on what practice is telling us in terms of many aspects of election management and vice versa.
<b>Source/collection of data</b>	Meeting minutes, tour programmes, reports on international visits.
<b>Method of calculation</b>	Each capacity-building initiative, observing of elections, study tour, hosting of an international delegation, attendance at a meeting of regional and international bodies, intergovernmental organisations, non-governmental organisations counts towards achievement of the target. Each visit counts as a single instance regardless of how many persons attend.
<b>Data limitations</b>	None
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	More meetings imply greater transparency and learning opportunities.
<b>Indicator responsibility (achievement)</b>	Commissioners
<b>Indicator responsibility (collation and quality assurance)</b>	Manager: Commission Services



## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 3: Political Liaison

<b>Indicator number</b>	3.1.1
<b>Indicator title</b>	Number of liaison sessions with members of party liaison committee (PLCs) at national (10), provincial (54), and municipal (1170) levels per annum.
<b>Short definition</b>	Number of liaison sessions/consultations with party liaison members at a national, provincial or municipal level.
<b>Purpose/importance</b>	Liaison sessions/consultations held at a national, provincial or municipal level with representatives of registered parties ensures sound relationships.
<b>Source/collection of data</b>	Minutes of the meetings uploaded by national office and provinces into the PLC Document application on the Electoral Commission Portal
<b>Method of calculation</b>	Each minuted meeting with the PLC (as constituted in terms of the Act) counts as one liaison session held at a national or a provincial or a municipal level.
<b>Data limitations</b>	The accuracy of the count depends on the consistent uploading of PLC minutes as they occur at local, provincial and national levels.
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	Performance that is equal to or higher than the target is desirable.
<b>Indicator responsibility (achievement)</b>	Provincial Electoral Officers and Senior Manager: Electoral Matters
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Electoral Matters

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 3: Political Liaison

<b>Indicator number</b>	3.1.2
<b>Indicator title</b>	Funding of political parties – number of quarterly disbursements to represented parties per annum.
<b>Short definition</b>	Funding of political parties – four disbursements to represented political parties per annum.
<b>Purpose/importance</b>	This indicator evidences the achievement of the legislated mandate of the Represented Political Parties Fund
<b>Source/collection of data</b>	Banking records.
<b>Method of calculation</b>	Each quarterly disbursement to qualifying political parties counts as one, regardless of the number of parties paid. Supplementary payments to parties who qualify after the main disbursement do not count towards achievement of this indicator.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	Performance that is equal to the target is desirable
<b>Indicator responsibility (achievement)</b>	Chief Financial Officer
<b>Indicator responsibility (collation and quality assurance)</b>	Chief Financial Officer

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 3: Political Liaison

<b>Indicator number</b>	3.1.3
<b>Indicator title</b>	Number of Training sessions conducted with political parties (1 x national; 1 per province) per annum
<b>Short definition</b>	Number of Training sessions conducted with political parties (1 x national; 1 per province) per annum – 10 in total
<b>Purpose/importance</b>	Training sessions held at a national or provincial level with representatives of registered parties will assist in ensuring competent, knowledgeable and informed party representatives.
<b>Source/collection of data</b>	Timetable for the various sessions to be held Training material
<b>Method of calculation</b>	Each training session conducted with political parties at a national or a provincial level counts towards the achievement of the objective
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	Yes
<b>Desired performance</b>	Performance that is equal to or higher than the target is desirable.
<b>Indicator responsibility (achievement)</b>	Senior Manager: Electoral Matters
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Electoral Matters

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.1.1
<b>Indicator title</b>	Number of electoral staff recruited and trained per annum.
<b>Short definition</b>	This indicator records the number of electoral staff recruited per annum.
<b>Purpose/importance</b>	Electoral staff are a critical component of elections delivery
<b>Source/collection of data</b>	Staff members contracted, and whose employment is registered in the Electoral Staff System (ESS)
<b>Method of calculation</b>	<p>Staff are counted as having been recruited when they work at a main electoral event.</p> <p>Each staff member contracted for a registration drive which is made up of two registration weekends is counted once. The average of the two weekend's figures is used where there is a difference in the numbers of staff who work on each weekend.</p> <p>Each staff member who works for the election event is counted once. The number of staff who work on election day is the number counted. Some staff may work for special voting days as well as on election day but these are not counted separately</p>
<b>Data limitations</b>	The accuracy of the count is dependent on the accuracy of ESS data.
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No
<b>Desired performance</b>	Desired level of performance is higher than target
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.1.2
<b>Indicator title</b>	Number of area managers recruited per annum.
<b>Short definition</b>	This indicator records the number of area managers appointed per annum.
<b>Purpose/importance</b>	Area Managers are a critical component of elections delivery
<b>Source/collection of data</b>	Electoral Staff System and payroll records
<b>Method of calculation</b>	Each staff member appointed to work in an Area Manager post during the financial year is counted once, regardless of the length of service in that year.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Output indicator
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No
<b>Desired performance</b>	Desired level of performance is in line with target
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.2.1
<b>Indicator</b>	Number of permanent staff positions filled per annum
<b>Short definition</b>	This indicator records the total number of filled positions achieved during the year on a pro rata basis. The target is 90% (835 positions) of the approved organogram. Posts filled for part of the year will be counted on a pro rata basis.
<b>Purpose/importance</b>	Provision, development and retention of competent and skilled human resources are critical for delivery of the legislative mandate and achievement of the strategic objectives.
<b>Source/collection of data</b>	Personnel records supported by personnel files
<b>Method of calculation</b>	A post filled for the full year counts as one full post, posts filled for part of the year count pro rata, (i.e. a post filled for half a year counts as half a post.)
<b>Data limitations</b>	The accuracy of the headcount depends on the reliability of the records maintained at National Office
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Annual
<b>New indicator</b>	No
<b>Desired performance</b>	Increase in number of filled posts means that the Electoral Commission is better resourced to deliver on its mandates.
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.2.2
<b>Indicator</b>	Number of bursaries awarded per annum
<b>Short definition</b>	This indicator records the number of bursaries awarded to qualifying staff per annum
<b>Purpose/importance</b>	Provision, development and retention of competent and skilled human resources are critical for delivery of the legislative mandate and achievement of the strategic objectives.
<b>Source/collection of data</b>	Bursary contracts
<b>Method of calculation</b>	Bursaries awarded for any number of modules for the same qualification count as one award. A second award to an individual for a different qualification counts as an additional award.
<b>Data limitations</b>	The accuracy of the count depends on the reliability of the bursary contract filing system. This will be reconciled to the payments made in the financial system
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No
<b>Desired performance</b>	Increase in the number of bursaries means that more staff are developed or that staff are better equipped to perform their duties
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services



## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.2.3
<b>Indicator</b>	Number of internal and external short courses or other exposure opportunities afforded to permanent members of staff per annum.
<b>Short definition</b>	This indicator records the number of internal and external short courses or other exposure opportunities afforded to permanent members of staff per annum.
<b>Purpose/importance</b>	Provision, development and retention of competent and skilled human resources are critical for delivery of the legislative mandate and achievement of the strategic objectives.
<b>Source/collection of data</b>	Attendance registers for internal courses, and proof of registration for external courses.
<b>Method of calculation</b>	Each course or workshop attended counts as a single instance, thus it is possible for a staff member to count more than once in any financial year.
<b>Data limitations</b>	The accuracy of the count depends on the collation of information on workshops held outside of the Training Department. Copies of attendance registers for all workshops held across the organisation need to be collated by the Training Department.
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	Increase in the number of exposures means that more staff are developed or that staff are better equipped to perform their duties
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.3.1
<b>Indicator title</b>	Number of fixed term staff appointed (expansion staff) per annum.
<b>Short definition</b>	This indicator records the number of fixed term staff appointed (expansion staff) per annum. This includes Assistant Project Coordinators and other fixed term expansion staff.
<b>Purpose/importance</b>	Expansion staff are a critical component of elections delivery
<b>Source/collection of data</b>	Electoral Staff System (where applicable) and payroll records
<b>Method of calculation</b>	Each staff member appointed to work in an expansion staff post during the financial year is counted once, regardless of the length of service in that year, however staff who are appointed for periods of less than a month are not counted.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No
<b>Desired performance</b>	Desired level of performance is higher than target
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.4.1
<b>Indicator</b>	Performance agreements in place for the current year
<b>Short definition</b>	Extent of compliance with performance management system as evidenced by the existence of performance agreements for each year covered by the relevant Annual Performance Plan.
<b>Purpose/importance</b>	Provision, development and retention of competent and skilled human resources are critical for delivery of the legislative mandate and achievement of the strategic objectives.
<b>Source/collection of data</b>	Performance contracts held at National Office
<b>Method of calculation</b>	Staff that are not eligible or able to complete the agreement (for example, staff unavailable due to long term sick leave) are not counted as being a reduction in the achievement of this target. Each performance agreement completed for each permanent employee counts towards the target. Each performance agreement submitted by 1 April of the year under review counts towards the achievement of the objective.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No
<b>Desired performance</b>	100% completion of agreements is desired.
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.4.2
<b>Indicator</b>	Performance assessment for the previous year completed
<b>Short definition</b>	Extent of compliance with performance management system as evidenced by the existence of performance assessments for each year covered by the relevant Annual Performance Plan.
<b>Purpose/importance</b>	Provision, development and retention of competent and skilled human resources are critical for delivery of the legislative mandate and achievement of the strategic objectives.
<b>Source/collection of data</b>	Performance assessments held at National Office
<b>Method of calculation</b>	Staff that are not eligible or able to complete the assessment (for example, staff unavailable due to long term sick leave) are not counted as being a reduction in the achievement of this target. Each performance assessment moderated for each permanent employee counts towards the target. Each performance assessment completed by 31 May of the following year counts towards the achievement of the objective.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No
<b>Desired performance</b>	100% completion of assessments is desired.
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.5.1
<b>Indicator</b>	One national office and one provincial (one in each province) wellness event per annum
<b>Short definition</b>	This indicator records the number of national office (one) and provincial (one in each province) wellness events per annum
<b>Purpose/importance</b>	Investment in staff through wellness programmes to ensure healthy employer / employee relations and motivated staff are critical for delivery of the legislative mandate and achievement of the strategic objectives.
<b>Source/collection of data</b>	Written approval by the Senior Manager: Human Resources and Support Services or a Provincial Electoral Officer for each funded wellness event
<b>Method of calculation</b>	Each wellness event on national and provincial levels counts as a single instance in the achievement of the target.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	Yes
<b>Desired performance</b>	Desired level of performance is higher than target
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.6.1
<b>Indicator</b>	Annually meet statutory deadlines in respect of budgeting
<b>Short definition</b>	Annually meet statutory deadlines in respect of budgeting. These deadlines are provided by National Treasury in respect of Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) and Adjustment Estimates (when applicable)
<b>Purpose/importance</b>	This target is necessary to ensure that adequate funding is appropriated to the Electoral Commission for the running of its operations
<b>Source/collection of data</b>	MTEF, ENE and Adjustment Estimates guideline documents provided by National Treasury
<b>Method of calculation</b>	Each applicable deadline set by National Treasury counts as a single instance in the achievement of the target.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Non-Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	All deadlines met is the desired performance
<b>Indicator responsibility (achievement)</b>	Chief Financial Officer
<b>Indicator responsibility (collation and quality assurance)</b>	Chief Financial Officer

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.6.2
<b>Indicator</b>	12 Management accounts per annum prepared and submitted to the Accounting Officer.
<b>Short definition</b>	Management accounts (being the monthly expenditure statements indicating actual spend against budget) are prepared, reviewed by the Chief Financial Officer and submitted to the Accounting Officer for consideration.
<b>Purpose/importance</b>	Expenditure provides an indicator in respect of the achievement of service delivery targets, as well as financial control. Underspends may reflect the fact that projects are delayed, overspends may indicate possible lack of financial controls
<b>Source/collection of data</b>	Management accounts files in the office of the Chief Financial Officer
<b>Method of calculation</b>	Management accounts considered and signed by the Accounting Officer. Management accounts prepared the year under review count towards the achievement of the target, notwithstanding the fact that the final month's management accounts will be presented in the following financial year.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	12 is the maximum number achievable.
<b>Indicator responsibility (achievement)</b>	Chief Financial Officer
<b>Indicator responsibility (collation and quality assurance)</b>	Chief Financial Officer

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.7.1
<b>Indicator</b>	Achieve an unqualified audit report on the annual financial statements each year
<b>Short definition</b>	Achieve an unqualified audit report on the annual financial statements each year
<b>Purpose/importance</b>	An unqualified audit provides evidence that the Electoral Commission as an organisation is accountable.
<b>Source/collection of data</b>	Audit report from the Auditor General
<b>Method of calculation</b>	Audit opinion expressed by the Auditor General. The audit opinion for the year under review is relevant, notwithstanding the fact that it is received in the following financial year.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Outcome
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No
<b>Desired performance</b>	A clean audit report is desired.
<b>Indicator responsibility (achievement)</b>	Chief Financial Officer, and all senior managers and staff within the Electoral Commission that have a role in the finance function.
<b>Indicator responsibility (collation and quality assurance)</b>	Chief Financial Officer



## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.8.1
<b>Indicator</b>	Develop and adopt a consolidated process for monitoring legal compliance by the end of the 2013/14 financial year. Implement and maintain the consolidated process during the remaining years covered by the plan.
<b>Short definition</b>	Develop and adopt a consolidated process for monitoring legal compliance by the end of the 2013/14 financial year. Implement and maintain the consolidated process during the remaining years covered by the plan
<b>Purpose/importance</b>	This target promotes an efficient, effective and development orientated Electoral Commission
<b>Source/collection of data</b>	Documented and approved consolidated process for monitoring legal compliance
<b>Method of calculation</b>	A documented and approved consolidated process for monitoring legal compliance in place ensures the achievement of the target.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	New
<b>Desired performance</b>	Achievement of the target is desirable
<b>Indicator responsibility (achievement)</b>	Chief Risk Officer
<b>Indicator responsibility (collation and quality assurance)</b>	Chief Risk Officer

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.8.2
<b>Indicator</b>	Quarterly review and update the Electoral Commission's strategic risk register by the Executive Risk Management Committee
<b>Short definition</b>	This indicator records the number of quarterly reviews and updates of the strategic risk register by the Executive Risk Management Committee.
<b>Purpose/importance</b>	Risk is inherent in the Electoral Commission's business and needs to be managed effectively via an on-going process for identifying, evaluating and managing significant threats and opportunities to ensure that any election is free and fair and that strategic objectives are met.
<b>Source/collection of data</b>	Strategic Risk Registers and signed minutes of the Executive Risk Management Committee.
<b>Method of calculation</b>	Each Quarterly Strategic Risk Register for the year under review counts towards the achievement of the target, notwithstanding the fact that the final quarter's register will be presented in the following financial year.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	New
<b>Desired performance</b>	The indicator monitors the level of oversight; a higher number of Strategic Risk Registers means more oversight.
<b>Indicator responsibility (achievement)</b>	Chief Risk Officer
<b>Indicator responsibility (collation and quality assurance)</b>	Chief Risk Officer

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.9.1
<b>Indicator</b>	Annually review the industrial relations policy framework in consultation with relevant stakeholders (staff, unions)
<b>Short definition</b>	Annually review the industrial relations policy framework in consultation with relevant stakeholders (staff, unions). The industrial policy framework consists of: 1. disciplinary code and procedures; 2. grievance policy and procedures, 3. recruitment and selection policy and procedures, and 4. bereavement support policy and procedures.
<b>Purpose/importance</b>	This indicator promotes an efficient, effective and development orientated organisation
<b>Source/collection of data</b>	Documented and approved disciplinary code and procedures; grievance policy and procedures; recruitment and selection policy and procedures; bereavement support policy and procedures; or a paper indicating the outcome of a review of any one of the documents listed
<b>Method of calculation</b>	An annual review of any one component of the industrial relations policy framework counts towards in the achievement of the target.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	New
<b>Desired performance</b>	At least one annual review of each component of the industrial relations policy framework is desired
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.10.1
<b>Indicator</b>	Developed and approved green policy in 2013/14 and hold awareness sessions in the remaining two years of the Medium Term Expenditure Framework (MTEF)
<b>Short definition</b>	Developed and approved green policy in 2013/14 and hold awareness sessions in the remaining two years of the MTEF
<b>Purpose/importance</b>	This indicator aims to promotes an green friendly culture, encouraging the frugal use of resources by means of policy development and awareness sessions within the Electoral Commission
<b>Source/collection of data</b>	Approved green policy
<b>Method of calculation</b>	An approved green policy in place ensures the achievement of the target.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Non-cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	New
<b>Desired performance</b>	Achievement of the target is desirable
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.11.1
<b>Indicator</b>	Number of accommodation contract validity reviews per annum
<b>Short definition</b>	This indicator counts the number of accommodation contract validity reviews per annum
<b>Purpose/importance</b>	This indicator aims to provide and maintain adequate office infrastructure and a functional working environment
<b>Source/collection of data</b>	Spreadsheets, review documents
<b>Method of calculation</b>	Each review evidenced by a spreadsheet counts towards the achievement of this target
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	New
<b>Desired performance</b>	Achievement of the target is desirable
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.11.2
<b>Indicator</b>	Number of security contract validity reviews per annum
<b>Short definition</b>	This indicator counts the number of security contract validity reviews per annum
<b>Purpose/importance</b>	This indicator aims to provide and maintain adequate security services to facilitate a safe and secure working environment
<b>Source/collection of data</b>	Spreadsheets, review documents
<b>Method of calculation</b>	Each review evidenced by a spreadsheet counts towards the achievement of this target
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	New
<b>Desired performance</b>	Achievement of the target is desirable
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.11.3
<b>Indicator</b>	Number of vehicles replaced per annum
<b>Short definition</b>	This indicator counts the number of vehicles replaced per annum
<b>Purpose/importance</b>	This indicator aims to provide and maintain an adequate fleet to facilitate the transport requirement of the Electoral Commission
<b>Source/collection of data</b>	Procurement records Physical assets
<b>Method of calculation</b>	Each vehicles procured counts towards the achievement of this target
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	New
<b>Desired performance</b>	Achievement of the target is desirable
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.11.4
<b>Indicator</b>	Number of vehicles disposed of per annum
<b>Short definition</b>	This indicator counts the number of vehicles disposed of per annum
<b>Purpose/importance</b>	This indicator aims to provide and maintain an operational fleet which ensures the safety of staff in the execution of their travel duties
<b>Source/collection of data</b>	Disposal Committee recommendation to CEO Written CEO approval for disposal Auction close-out report Relevant bank statement which reflect income earned Relevant vehicles written off in asset register
<b>Method of calculation</b>	Each vehicles disposed of counts towards the achievement of this target
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	New
<b>Desired performance</b>	Achievement of the target is desirable
<b>Indicator responsibility (achievement)</b>	Senior Manager: Human Resources and Support Services
<b>Indicator responsibility (collation and quality assurance)</b>	Senior Manager: Human Resources and Support Services



## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.12.1
<b>Indicator</b>	Information and Communications Technology (ICT) strategy in place by 31 December 2013 with annual reviews in the remainder of the Medium Term Expenditure Framework (MTEF)
<b>Short definition</b>	ICT strategy in place by 31 December 2013 with annual reviews in the remainder of the MTEF
<b>Purpose/importance</b>	This indicator aims to ensure cost effectiveness and technology efficiency of the ICT infrastructure which plays a crucial role in the delivery of free and fair elections
<b>Source/collection of data</b>	Approved ICT strategy plan
<b>Method of calculation</b>	An approved ICT strategy in place ensures the achievement of the target.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Non-Cumulative
<b>Reporting cycle</b>	Annually
<b>New indicator</b>	No
<b>Desired performance</b>	Performance of target is desirable
<b>Indicator responsibility (achievement)</b>	Chief Information Officer
<b>Indicator responsibility (collation and quality assurance)</b>	Chief Information Officer

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 4: Corporate Services

<b>Indicator number</b>	4.12.2
<b>Indicator</b>	Annual % network and application systems availability (system generated report available)
<b>Short definition</b>	The Electoral Commission's network connects the national office, disaster site, 9 provincial offices, 10 warehouses and 234 municipal offices and sub-municipal offices and provides all staff members access to the electoral, financial and management systems required for the effective functioning of the organisation.
<b>Purpose/importance</b>	To ensure the cost effectiveness and technology efficiency of the ICT infrastructure that plays a fundamental role in the delivery of free and fair elections.
<b>Source/collection of data</b>	The following monitoring systems, namely, Nagios, Cacti and Operations Manager, are used to electronically collect performance and availability data.
<b>Method of calculation</b>	The percentage up time is calculated using two primary factors, i.e. network and server availability. The network and server figures are calculated by aggregating the daily availability figures (received from the monitoring tools for each site) on weekdays and between business hours of 8:00 to 17:00.
<b>Data limitations</b>	Power failure at any office and service provider issues w.r.t communication lines (e.g. cable theft or router failure) will affect the availability figures.
<b>Type of indicator</b>	Output
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	Higher than targeted performance is desirable
<b>Indicator responsibility (achievement)</b>	Chief Information Officer
<b>Indicator responsibility (collation and quality assurance)</b>	Chief Information Officer

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 5: Governance and International Liaison

<b>Indicator number</b>	5.1.1
<b>Indicator title</b>	Number of governance committees maintained in 2013/14
<b>Short definition</b>	<p>This indicator records the number of Commission governance committee meetings maintained in 2013/14. Governance Committees of the Commission are as follows:</p> <ul style="list-style-type: none"> <li>• Elections Management</li> <li>• Finance, Risk and Compliance</li> <li>• Governance and Ethics</li> <li>• Human Resources Governance</li> <li>• Outreach, Communications and International Relations</li> <li>• Research, Knowledge Management and Publications</li> </ul>
<b>Purpose/importance</b>	Governance committees of the Commission are one of the mechanisms whereby the Commissioners exercise their oversight role by monitoring, evaluating and provide leadership in respect of the activities of the Electoral Commission and ensuring the implementation of the Electoral Commission's core mandate, strategic goals and objectives
<b>Source/collection of data</b>	Governance committee terms of reference and minutes of Commission governance committee meetings
<b>Method of calculation</b>	Each term of reference document counts as a instance in the achievement of the target. Availability of signed minutes of meetings held in the year also evidences achievement of the target
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annual
<b>New indicator</b>	Yes
<b>Desired performance</b>	The indicator monitors the level of oversight by members of the Commission. Six Governance committees are desired.
<b>Indicator responsibility (achievement)</b>	Members of the Commission who chair committee meetings
<b>Indicator responsibility (collation and quality assurance)</b>	Manager: Commission Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 5: Governance and International Liaison

<b>Indicator number</b>	5.1.2
<b>Indicator title</b>	Number of governance committees meetings held per annum
<b>Short definition</b>	<p>This indicator records the number of Commission governance committee meetings held in any year. Governance Committees of the Commission are as follows:</p> <ul style="list-style-type: none"> <li>• Elections Management</li> <li>• Finance, Risk and Compliance</li> <li>• Governance and Ethics</li> <li>• Human Resources Governance</li> <li>• Outreach, Communications and International Relations</li> <li>• Research, Knowledge Management and Publications</li> </ul>
<b>Purpose/importance</b>	Governance committees of the Commission are one of the mechanisms whereby the Commissioners exercise their oversight role by monitoring, evaluating and provide leadership in respect of the activities of the Electoral Commission and ensuring the implementation of the Electoral Commission's core mandate, strategic goals and objectives
<b>Source/collection of data</b>	Governance committee minutes
<b>Method of calculation</b>	Each signed committee meeting minute counts as a single instance in the achievement of the target
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	The indicator monitors the level of oversight; a higher number of committee meetings mean more oversight.
<b>Indicator responsibility (achievement)</b>	Members of the Commission who chair committee meetings
<b>Indicator responsibility (collation and quality assurance)</b>	Manager: Commission Services

<b>Indicator number</b>	5.1.3
<b>Indicator title</b>	Number of annual reviews of the effectiveness of governance committees completed

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 5: Governance and International Liaison

<b>Short definition</b>	<p>This indicator annually records the effectiveness of Commission governance committees. Governance Committees of the Commission are as follows:</p> <ul style="list-style-type: none"> <li>• Elections Management</li> <li>• Finance, Risk and Compliance</li> <li>• Governance and Ethics</li> <li>• Human Resources Governance</li> <li>• Outreach, Communications and International Relations</li> <li>• Research, Knowledge Management and Publications</li> </ul>
<b>Purpose/importance</b>	<p>Governance committees of the Commission are one of the mechanisms whereby the Commissioners exercise their oversight role by monitoring, evaluating and provide leadership in respect of the activities of the Electoral Commission and ensuring the implementation of the Electoral Commission's core mandate, strategic goals and objectives. It is therefore, crucial that the effectiveness of these committees be independently reviewed</p>
<b>Source/collection of data</b>	<p>Self-assessment conducted by the chair of each Commission Governance Committee</p>
<b>Method of calculation</b>	<p>Each review document (questionnaire) counts as a single instance in the achievement of the target.</p>
<b>Data limitations</b>	<p>No data limitations</p>
<b>Type of indicator</b>	<p>Input</p>
<b>Calculation type</b>	<p>Cumulative</p>
<b>Reporting cycle</b>	<p>Annually</p>
<b>New indicator</b>	<p>Yes</p>
<b>Desired performance</b>	<p>One review per governance committee per annum is desired</p>
<b>Indicator responsibility (achievement)</b>	<p>The Chairperson of each Commission Governance Committee</p>
<b>Indicator responsibility (collation and quality assurance)</b>	<p>Manager: Commission Services</p>

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 5: Governance and International Liaison

<b>Indicator number</b>	5.1.4
<b>Indicator title</b>	Number of Commission meetings held per annum
<b>Short definition</b>	This indicator records the number of Commission held in any year.
<b>Purpose/importance</b>	Commission meetings are one of the mechanisms whereby the Commissioners exercise their oversight role by monitoring, evaluating and provide leadership in respect of the activities of the Electoral Commission and ensuring the implementation of the Electoral Commission's core mandate, strategic goals and objectives
<b>Source/collection of data</b>	Commission meeting agendas and minutes
<b>Method of calculation</b>	Each signed Commission meeting minute counts as a single instance in the achievement of the target
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	The indicator monitors the level of oversight; a higher number of committee meetings mean more oversight.
<b>Indicator responsibility (achievement)</b>	The Chairperson of the Commission
<b>Indicator responsibility (collation and quality assurance)</b>	Manager: Commission Services

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 5: Governance and International Liaison

<b>Indicator number</b>	5.2.1
<b>Indicator title</b>	Number of quarterly reports per annum reviewed by the Chief Electoral Officer
<b>Short definition</b>	This indicator records the number of quarterly reports on the achievement of strategic objectives reviewed by the Chief Electoral Officer for possible corrective action if and where necessary
<b>Purpose/importance</b>	Quarterly reports are the mechanisms whereby the administration of the Electoral Commission reports on progress in achieving the organisation's strategic goals and objectives.
<b>Source/collection of data</b>	Quarterly reports signed by the Chief Electoral Officer
<b>Method of calculation</b>	Each quarterly report reviewed and signed by the Chief Electoral Officer for the year under review counts towards the achievement of the objective, notwithstanding the fact that the final quarter's report will be presented in the following financial year.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	The indicator monitors the level of oversight; a higher number of reports mean more oversight.
<b>Indicator responsibility (achievement)</b>	Chief Electoral Officer
<b>Indicator responsibility (collation and quality assurance)</b>	Manager: Office of the Chief Electoral Officer

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 5: Governance and International Liaison

<b>Indicator number</b>	5.2.2
<b>Indicator title</b>	Number of Annual Reports published and tabled in Parliament each year
<b>Short definition</b>	This indicator records the number of Annual Reports (inclusive of the achievement of strategic objectives) reviewed by the Commission and tabled in Parliament
<b>Purpose/importance</b>	The annual report is the mechanism whereby the administration of the Electoral Commission reports on outcomes in terms of the achievement of the annual performance plan and the performance indicators and targets
<b>Source/collection of data</b>	Parliamentary order paper Printed Annual Report
<b>Method of calculation</b>	The annual report submitted for the year under review counts towards the achievement of the objective, notwithstanding the fact that it will be presented in the following financial year.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annual
<b>New indicator</b>	No
<b>Desired performance</b>	There can only be one annual report
<b>Indicator responsibility (achievement)</b>	Chief Electoral Officer
<b>Indicator responsibility (collation and quality assurance)</b>	Manager: Office of the Chief Electoral Officer



## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 5: Governance and International Liaison

<b>Indicator number</b>	5.3.1
<b>Indicator title</b>	Number of risk based annual internal audit plans approved by the Audit Committee each year
<b>Short definition</b>	This indicator records the number of annual risk based internal audit plans approved by the Audit Committee each year.
<b>Purpose/importance</b>	The risk based internal audit plan indicates the annual scope of internal audit assurance to be provided each year in respect of governance, risk management, information systems, integrity of financial information, effectiveness of operations, reliability of operational information, safeguarding of assets, compliance with laws, regulations and controls, within the Electoral Commission.
<b>Source/collection of data</b>	Approved risk based annual internal audit plan Signed Audit Committee meeting signed minutes.
<b>Method of calculation</b>	The risk based annual internal audit plans approved for the year under review counts towards the achievement of the objective, notwithstanding the fact that it will be presented in the preceding financial year and/or may be updated during the course of the year.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Annual
<b>New indicator</b>	No
<b>Desired performance</b>	There can only be one annual risk based internal audit plan
<b>Indicator responsibility (achievement)</b>	Chief Audit Executive
<b>Indicator responsibility (collation and quality assurance)</b>	Chief Audit Executive

## 2014 ANNUAL PERFORMANCE PLAN

### Technical indicator descriptions – Programme 5: Governance and International Liaison

<b>Indicator number</b>	5.3.2
<b>Indicator title</b>	Number of quarterly internal audit progress reports per annum prepared by the Chief Audit Executive and reviewed by the Audit Committee each year
<b>Short definition</b>	This indicator records the number of quarterly internal audit progress reports per annum prepared by the Chief Audit Executive and reviewed by the Audit Committee each year
<b>Purpose/importance</b>	Quarterly reports are the mechanisms whereby the Chief Audit Executive of the Electoral Commission reports on progress in achieving the risk based internal audit plan.
<b>Source/collection of data</b>	Quarterly internal audit progress reports Audit Committee meeting signed minutes.
<b>Method of calculation</b>	Each quarterly report submitted for the year under review counts towards the achievement of the objective, notwithstanding the fact that the final quarter's report will be presented in the following financial year.
<b>Data limitations</b>	No data limitations
<b>Type of indicator</b>	Input
<b>Calculation type</b>	Cumulative
<b>Reporting cycle</b>	Quarterly
<b>New indicator</b>	No
<b>Desired performance</b>	The indicator monitors the level of oversight of the Electoral Commission; a higher number of reports mean more oversight.
<b>Indicator responsibility (achievement)</b>	Chief Audit Executive
<b>Indicator responsibility (collation and quality assurance)</b>	Chief Audit Executive