

## ACTIVITY COMPLETION REPORT

### TIMOR-LESTE ELECTORAL ASSISTANCE PROJECT

*Note: This report should not exceed 4 pages (plus attachments).. Completed Reports should be forwarded, and emailed concurrently to the Director East Timor Section.*

**Name of Implementing Agency:**

Australian Electoral Commission

**Organisation contact officer (Name/title/telephone and fax number/email address):**

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A/g Assistant Director  
International Services Section  
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**Activity Title:**

Timor-Leste – Electoral Capacity Project (ROU 36529 Schedule 18)

**Name of counterpart Organisation (s):**

Technical Secretariat for Electoral Administration (STAE),  
Ministry of State Administration, Government of East Timor

**Summarise extent to which Activity has met its objective(s) (as defined in the schedule to the ROU):**

Work in partnership with AusAID to implement the Electoral Capacity Project in Timor-Leste.  
Great success in building relationships – not only AEC and STAE, but relationships between District Officers within STAE.

**Outcomes/outputs:** For each anticipated outcome/output identified in the schedule to the ROU:

- (a) state below the anticipated outcome/output as stated in the schedule to the ROU; and
- (b) summarise briefly the actual outcome/output achieved and comment on their impact on the development of governance in the region.

(a) Anticipated outcomes/outputs:	(b) Actual outcomes/outputs:
<p><b>BRIDGE Module:</b> Strategic &amp; Financial Planning</p> <p><b>BRIDGE Module:</b> Legal Framework</p> <p><b>BRIDGE Module:</b> Electoral Management Design</p> <p><b>BRIDGE Module:</b> Electoral Training</p> <p><b>BRIDGE Module:</b> Voter Information &amp; Education</p> <p><b>BRIDGE:</b> Train the Facilitator</p> <p><b>Project Management / Leadership Workshop</b></p> <p><b>BRIDGE Module:</b> Voter Registration</p> <p>NOTE: RESCHEDULING OF THIS WORKSHOP TO FORM PART OF THE NEXT FUNDING CYCLE IS MOOTED AND IT IS THEREFORE NOT INCLUDED IN COSTING</p> <p><b>Work Placements/Election Visitor Program</b> - NT Local Government Elections Jul/Aug/Oct 2008</p>	<p>Five BRIDGE workshops were delivered for STAE in 2008. Each workshop was co-facilitated by BRIDGE accredited STAE staff. Modules were conducted in Tetum and English. It was rewarding to see how much participant's engagement and knowledge accelerated from workshop to workshop. The participants displayed increased confidence and demonstrated real growth in their skills.</p> <p>Topics covered were both challenging and interesting. The commitment and enthusiasm of all participants was impressive. Feedback from participants and visitors was positive and encouraging.</p> <p>It was extremely fortunate that we were able to invite Alan Wall, a major contributor to the base resource for one of the workshops, as a guest speaker to the workshop on electoral management design. Participants were enthralled with Alan's stories from all around the world especially as they focused on the variety of electoral management body structures he had experienced. These personal experiences and anecdotes allowed participants to further explore the advantages and disadvantages of the various models and to consider any future implications for the ongoing development and refinement of the roles of the electoral management bodies in East Timor.</p> <p>The participants demonstrated a very diverse set of skills within STAE. This diversity of skills and background experience is identified as a major strength for STAE and one that will help it to overcome challenges as the Timor-Leste electoral system is implemented. The commitment of the participants showed once again how successful the delivery method of BRIDGE is. There is a great deal of enthusiasm about future BRIDGE training among participants, visitors and facilitators.</p> <p>The BRIDGE Module on Voter Information and Education was undertaken in conjunction with a polling program, conducted to take advantage of the Northern Territory Shire Council elections in October 2008. Similarly, rather than conducting a limited number of work placements, it proved more beneficial to host a polling program around the Shire elections. The polling program was very successful. Most of STAE's District staff had not been outside of East Timor before. STAE's Director wrote to the AEC expressing his gratitude for the organisation of a polling program at short notice, stating that for everyone it was "a good opportunity to learn and better</p>

	<p>understand... the administrative and logistical requirements and the main challenges faced in organising local elections."</p> <p>The BRIDGE Train the Facilitator course was not delivered in 2008, so funds have been rolled over for completion in 2009.</p> <p>The Leadership Workshop was not undertaken, and due to the priority of election operational training in 2009, may not be undertaken in this project.</p>
<p><b>Lessons learned:</b> Summarise the lessons learned (positive or negative) in implementing the Activity that might serve to improve the effectiveness of any future similar activities.</p> <p>The ability to be flexible enabled the AEC to deliver a very successful polling program in Darwin for STAE district staff. This provided the opportunity for STAE staff to observe polling procedures, including the management of polling places and accountability for ballot papers etc.</p>	
<p><b>Sustainability of impacts:</b> Do you consider the outcomes/outputs of the Activity to be sustainable - why or why not?</p> <p>Yes. As discussed in detail above, staff were engaged and became more confident and proactive during the workshops held through the year. By handing ownership of work to the district staff the transfer of skills ensures sustainability.</p>	
<p><b>Follow-on activities:</b></p> <p>BRIDGE Modules: Gender and Elections, Media and Elections, Introduction to Electoral Administration, Civic Education; BRIDGE Train the Facilitator; PIANZEA Workshop participation and a Review of Operations Manuals and associated training.</p>	
<p><b>Costs:</b> Complete and sign an acquittal of the funds advanced.</p>	
<p><b>Actual Start Date:</b> April 2008 <b>Actual Completion Date:</b> 31 December 2008</p>	
<p><b>Other Information/Comments:</b> Please provide here any other information/comments you consider relevant in assessing the benefits of the completed Activity or the likely benefits of similar Activities in the future.</p>	

Signed: .....

Name: Michelle Moss  
International Services/  
Australian Electoral Commission

Date: .....

Counterpart Organisation: .....

Signed: .....

Tomas do Rosario Cabral  
Director  
Technical Secretariat for Electoral Administration  
(STAE)

Date: .....

14 May 2010  
12/Maio de 2010

# FUNDS ACQUITTAL

All amounts in \$A	COST SHARING <sup>1</sup>		Originally approved (A\$)	Actually incurred (A\$)
	APPLICANT CONTRIBUTION	PARTNER CONTRIBUTION (IF ANY)		
<b>Scoping Mission:</b> in Timor - Leste - 2007			\$11,613.53	\$11,613.53
<b>BRIDGE Module:</b> Strategic & Financial Planning			\$28,215.00	\$30,576.07
<b>BRIDGE:</b> Train the Facilitator			\$15,420.00	\$0
<b>BRIDGE Module:</b> Legal Framework			\$28,625.00	\$29,607.66
<b>BRIDGE Module:</b> Election Management Design			\$28,625.00	\$25,570.99
<b>Project Management / Leadership Workshop</b>			\$39,008.76	\$0
<b>BRIDGE Module:</b> Voter Information & Education			\$28,625.00	(costs incl in EVP)
<b>BRIDGE Module:</b> Electoral Training			\$28,625.00	\$35,246.27
<b>Work Placements/EVP - NT Local Government Elections</b>			\$38,161.52	\$57,714.35
<b>BRIDGE Module:</b> Voter Registration NOTE: RESCHEDULING OF THIS WORKSHOP TO FORM PART OF THE NEXT FUNDING CYCLE IS MOOTED AND IT IS THEREFORE NOT INCLUDED IN COSTING			\$0	\$0
<b>TOTAL</b>			<b>210,693.81</b>	<b>190,328.88</b>

<sup>1</sup> Contributions can be financial and in-kind.

**Note:** See Financial Arrangements Clause in the Schedule regarding the requirement for an Adjustment Note under GST Legislation.

**Certification:**

I certify that the amounts shown above as having been incurred and funded through PGSP in support of the approved Activity are true and correct. Note: Funds has already been acquitted. Summary spreadsheet attached.

Signed: .....

FMA Delegate Name: .....

Date: .....