

Part B:

Preparations for Elections

COST ESTIMATES

The Secretary of State in charge of electoral activities at the Ministry of Territorial Administration and Security submitted a copy of their electoral budget summary to the IFES team at the end of their stay in Togo (Appendix J). A detailed electoral budget was not made available to the tem. WES' comments and recommendations on this budget follow an English translation of the budget presented below.

TENTATIVE BUDGET 1992 ELECTIONS IN TOGO Exchange Rate: \$1.00 250 CFA

CATEGORY	COST
I. ELECTORAL CENSUS	383,890,000
II. TRAINING	5,000,000
III. SEMINARS	5,000,000
IV. SENSMAZATION	20,000,000
V. ELECTORAL EQUIPMENT	
a) Electoral Cards	50,000,000
b) Ballot Boxes	38,500,000
c) Voting Screens	10,000,000
d) Ballots	24,000,000
e) Reports (Proces-Verbaux)	27,000,000
f) Ballot Counting Paper	12,000,000
VI. OFFICE EQUIPMENT AND SUPPLIES (Typewriters, paper, photocopier, etc.)	15,000,000
VII. FUEL	30,000,000
VIII. VEHICLES	100,000,000
IX. HOUSING ALLOWANCE for Observers	10,000,000
X. SALARIES AND ALLOWANCES	
a) Members of the Electoral Commission	30,000,000
b) Officials/Supervisors 20 x (10.000 x 3)	600,000
c) Mid-Career Professionals 15 x (8.000 x 3)	360,000
d) Secretaries 20 x (5.000 x 3)	300,000
e) Journalists 30 x (6.000 x 3)	540,000

**IFES Pro-Election
Assessment Togo**

f) Prefectoral Agents (5 x 30) x (5.000 x 3)	2,250,000
g) Communal Agents (Lome) 25 x (5.000 x 3)	375,000
h) Security Agents (Lome) 350 x (2.000 x 3)	2,100,000
i) Other Security Agents (Up-Country) 1.500 x (2.000 x 3)	9,000,000
j) Pollworkers (3 x 3.500) x (3.000 x 3)	94,500,000
XI. OFFICE SUPPLIES	
a) Constitutional Referendum & Local Elections	90,000,000
b) Legislative & Presidential Elections	100,000,000
XII. EQUIPMENT: Computer System	320,000,000
SUBTOTAL	1,380,415,000
CONTINGENCY (5%)	69,020,750
GRAND TOTAL	1,449,435.75 \$5,797,443

Item

11. Formation (Training) - The amount listed for the training of election officials and pollworkers recommends a total of 8,000 to be trained (four people in each polling place) plus central officials. The IFES team recommends that the number of polling stations be increased from 1,415 to around 2800 in order to reduce the number of voters for each station. This will result in an increase in the number of officials to be trained to 12,000, and will increase the training budget by one half.

M. Seminars - These programs should provide information for nongovernmental organizations, political parties, journalists, labor unions and other groups regarding their roles in the election process. No target number was specified; the team recommends that the seminars involve up to 600 people from each of these areas.

V. Electoral Equipment - IFES recommends that 4,500 to 5,000 ballot boxes be used (two to three per station). 18" x 14" x 14" steel boxes produced in the United States cost approximately \$60 each. IFES also recommends the use of cardboard voting screens, two per station, at \$2 each. Until the ballot design is confirmed, it will be difficult to estimate the cost of ballots; the team suggests that 2 million ballots be printed for an estimated 1.7 million voters.

IFES Pre-Election

Assessment Togo

VIII. Vehicles - This item assumes purchase of land vehicles outside Togo. IFES recommends rental of two helicopters for three days during the elections only to transport ballots from less accessible area. The approximate cost for rental is \$100,000.

Polling Place Supplies - IFES suggests that this item include lamps for counting purposes as well as communications links such as a radio system or a FAX machine network for message transmittal.

Additional Comments

Not included in the Ministry's budget are technical advisors to the election process, who can provide assistance at all levels of election administration. IFES recommends that technical advisors be retained for direct assistance to the Ministry or the electoral commission, to design a civic education program, and to develop communications links as well as broadcast capability.

Direct Technical Assistance Advisor - 18 weeks

This advisor would work with the electoral commission to develop election procedures, identify districts and Polling places clarify organization and logistical issues, assist in the procurement of commodities and *function as* a liaison between donors and the commission.

Airfare - \$4,000

Per Diem - \$19,400

Salary - \$34,560

Civic Education and Training Advisor - 4 weeks

A civic education advisor would work with election officials and nongovernmental organizations to design and implement comprehensive education and training programs for officials, pollworkers and citizens.

Airfare - \$4,000

Per Diem - \$4,320

Salary - \$7,680

Communications Specialist - 4 weeks

This advisor would work with the technical advisor and the electoral commission once the districts are established, to design a communications network for all Polling stations using existing broadcast capabilities as well as exploring opportunities for new communications systems.

Airfare - \$4,000

Per Diem - \$4,320

Salary - \$7,680

SUMMARY OF RECOMMENDATIONS

The challenge of administering elections in Togo is affected by political and social factors, as well as technical factors. This summary of the IFES team's recommendations is divided into these two categories.

Political and Social Issues

- The government should promulgate the new electoral code as soon as possible. A final establishment of election dates cannot take place prior to the code's issuance.
- A central body charged with administration of the elections should be named and provided with the code immediately to facilitate the development of procedures to be used in the implementation of the code, including the requirements for party registration and candidacy.
- The government should encourage dialogue among political parties and nongovernmental organizations through a series of seminars designed to explore the concept and implications of functioning in a multiparty electoral society.
- The electoral body, in conjunction with nongovernmental organizations inside and outside Togo, should assist in the development of comprehensive voter education and

election worker training programs.
- Strong interest groups among the electorate, such as businesswomen and students should be identified and brought into the election process through election official training and civic education efforts.

Technical Issues

The electoral body should promptly determine the election calendar, requirements for voter and political party registration, the electoral constituencies and the general ballot design

**IFES Pre-Election
Assessment Togo**

- An advisor should be identified to assist the electoral body with determination of the organizational and logistical aspects of election administration in accordance with the electoral code.
- Multiple elections held on the same day would save organizational time and finances.
- Polling places should accommodate no more than 600 voters. Polling place structure and procedures for voting must ensure that each voter can cast a ballot with the minimum amount of waiting and delay.
- Ballot boxes with four opaque sides should be used, provided that the reasons and implications for their use are made known through the civic education program.
- Polling places should include links by FAX and radio as well as lamps to facilitate ballot counting and reporting.
- Counting should be completed at the polling sites before the ballots are transferred to a central location.