



**ELECTORAL  
COMMISSION**  
Papua New Guinea



**NCD PROVINCIAL ELECTION  
STEERING COMMITTEE**

**Memorandum of Understanding (MoU)**

**Between the**

**Papua New Guinea Electoral Commission (PNGEC)**

**and the**

**National Capital District Commission (NCDC)**

# **MEMORANDUM OF UNDERSTANDING (MOU)**

This MOU is entered on the 31<sup>st</sup> January of 2022 to commence from 28 April 2022 and remain in effect until 30 October 2022  
*between*

**PNG ELECTORAL COMMISSION - (PNGEC)**

*and*

**NATIONAL CAPITAL DISTRICT COMMISSION – (NCDC)**

## **1 PURPOSE OF MOU**

This Memorandum of Understanding (“MOU”) is between PNG Electoral Commission (PNGEC) and National Capital District Commission (NCDC) to work together to deliver the 2022 National General Election in NCD (NGE22).

The MOU defines the relationship between both parties and how the NCDC will support the PNGEC deliver this forthcoming NGE22.

Both Parties under this MOU are to co-operate and jointly co-ordinate all resources related to Election activity.

This MOU also extends its relationship to the District Administrations to also assist/support the PNGEC and NCDC with resources to co-ordinate, plan and deliver the NGE22.

## **2 OBJECTIVES OF THE MOU**

The aim of the MOU is to strengthen and improve the election process in partnership with all relevant external stakeholders by co-operating and jointly co-ordinating resources in the Territory, Districts and LLGs in NCD. The MOU will cover the conduct of NGE22 for the three Open Electorates (Moresby South, Moresby North West, Moresby North East) and the NCD Regional Seat.

This MOU also formally recognizes the establishment of the National Capital District Provincial Election Steering Committee (NCDPESC), its scope and authority as stipulated in this Terms of Reference (TOR) provided.

## **3 STEERING GROUP/NCD PROVINCIAL ELECTION STEERING COMMITTEE (NCDPESC)**

The steering group will be known as the NCD Provincial Election Steering Committee (NCDPESC) and will be responsible for overseeing the NGE22. The NCDPESC will meet monthly in the first instance, moving to bi-weekly once the election is approaching.

The NCDPESC will be made up of the following members:-

1. City Manager or his delegate as NCDPESC Chairman (Ravu Frank)  
One of the District Manager as Deputy Chairman (Aisop Mol)
2. Operations Manager – Southern Region or his delegate
3. NCD Election Manager or his delegate
4. NCD Metropolitan Superintendent or his delegate
5. District Manager – Moresby South
6. District Manager – Moresby North East
7. District Manager – Moresby North West

The PNGEC in consultation with the NCDPESC may invite other members of the NCDC or representatives of registered civil society groups as and when required.

The quorum shall be 51% of members or say 4 members.

#### **4 ROLES AND RESPONSIBILITIES OF THE NCD ELECTION STEERING COMMITTEE (NCDPESC)**

The Roles and Responsibilities of the NCDPESC are as demarcated by the Terms of Reference (TOR) provided.

#### **5 OPERATIONAL COSTS OF THE NCDPESC**

Any cost for the NCDPESC is required to be met by the NCDC as part of its contribution for a smooth flow of the Election. This cost may include meeting refreshments, incidental allowances for election activities outside of office vicinities, T-shirts and Vests for field visits to polling sites during polling and counting centres.

#### **6 SCOPE OF COLLABORATION**

The PNGEC and NCDC agree to work together with stakeholders through the NCDPESC to assist and provide resources for the planning and delivery of this Election. The support includes:

- Election Awareness & the quality of the Common Roll.
- Oversight of Candidate's Nomination and the quality check.
- Recruitment and Training of Temporary Election Workers (TEW).
- Quality of Polling and Counting.
- Results Management and Declaration.

#### **7 AUTHORITY AND COMMUNICATION**

In terms of this MOU, PNGEC will maintain close consultation with the NCDC throughout the duration of the Election through the NCDPESC Chairman. The general communication between all parties will be conducted through the office of the following:-

- Mr Ravu Frank - Chairman PESC (delegate of City Manager)



- Mr Aisop Mol – Deputy Chairman
- Mr. Reitama Taravaru - Operations Manager, Southern Region
- Mr. Kila Ralai - Election Manager, NCD
- Mr. Charlie Sarea - Acting LLG Manager, NCDC – as Secretary for the Committee

NCDPESC will not interfere the independence of the PNGEC as guaranteed by Section 126 of *the Constitution* that states, “The Electoral Commission is not subject to direction or control by any person or authority”.

## **8 COST SHARING RESPONSIBILITIES**

NCDC’s financial support will be directed to the following activities subject to pre-approved budget by NCDC: -

- Logistics
- Awareness Activities
- Allowances for common roll updating exercise
- Provide Facilities and Venue services
- Allowances to Polling & Counting Officials
- Furniture (Polling & Counting)
- Compliance of COVID-19

All the services mentioned above are to be provided at a minimum or no cost. Thus the funding allocated for NGE22 is based on the number of polling teams, polling day, counting days and other associated admin costs. Taking into consideration the aspects of limited funding, it will require the support from the NCDC, a grant of not more than K1.5 million.

## **9 FUNDING ALLOCATION BY PNGEC**

All Election related funds will be determined by the PNGEC and seek the assistance of the NCDC as the Provincial Administration to assist where necessary as determined in this MOU. PNGEC must also table the funding availability to the NCDPESC including the overall cost for NCD elections, the component of PNGEC’s share of cost and the activities of the spending.

The management of funds is also an important function. Therefore, following procedures established must be strictly adhered to:-

- Ensure compliance with *Public Finance Management Act* requirements.
- Ensure funding allocated from the NCDC is linked to an activity.
- Ensure regular liaison with the Regional Operations Manager or the Election Manager on the use of funds.
- Submission of regular or monthly expenditure report.
- No outstanding debts to be incurred by both parties.

## **10 PNGEC RESPONSIBILITIES**

PNGEC, as the leading agent will be responsible for: -

- Providing Training and materials for Voter Enrolment, Candidates Nomination, Polling and Counting.
- Recruitment and Training of TEW system.
- Provision of Allowances (shared).
- Procurement of Ballot Papers and Polling materials.
- Specific Policies and Procedures.

## 11 DURATION OF THE MOU

This MOU remains in force up until the completion of NGE22.

This MOU is subject to amendments with the mutual consent of both parties.

We, the undersigned and authorized signatories of both Parties, have read and understood the terms and conditions of the MOU and hereby sign as agreed.

  
.....  
**Mr. Simon Sinai, ML**  
Chief Electoral Commissioner

Date:...../...../.....

  
.....  
**Mr. Bernard Kipit**  
City Manager

Date:...../...../.....

  
.....  
**Mr. Kila Ralai (Witness)**  
NCD Election Manager

Date: 07/07/22



  
.....  
**Mr. Ravu Frank (Witness)**  
Deputy City Manager – Operations &  
NCDPESC Chairman

Date:...../...../.....



**Attachment:** Terms of Reference (TOR)





**ELECTORAL  
COMMISSION**  
Papua New Guinea

# **TERMS OF REFERENCE (TOR)**

**FOR  
PROVINCIAL ELECTION STEERING COMMITTEE  
(PESC)**

**31<sup>st</sup> January 2022**

# PROVINCIAL ELECTION STEERING COMMITTEE (PESC)

## TERMS OF REFERENCE (TOR)

### 1.0 INTRODUCTION

1. The Provincial Election Steering Committee (PESC) ensures coordination of election preparations between the Papua New Guinea Electoral Commission (PNGEC) and other Government Agencies and Departments at the Provincial level. PESC shall integrate provincial, local level governmental, security, and community resources. The PESC members shall work together as partners for a common goal to implement effective planning and delivery of elections in the province. The collaborative partnership shall strengthen support to the PNGEC to perform its constitutionally mandated function, as specified in Section 105 of the National Constitution and Section 15 of the Organic Law on National and Local Level Government Elections. PESC recognises the independence of PNGEC as guaranteed by Section 126 of the Constitution.

### 1.0 PURPOSE

1. The purpose of the PESC is to facilitate dialogue at the Provincial level between governmental agencies and the PNGEC for effective coordination of election management planning and implementation. The PESC shall provide support to the initiatives taken by National Government Departments, Provincial Administration and civil society organizations in line with the objectives of whole-of-government coordination and a whole-of- society approach to credible, peaceful, orderly and safe elections at the Provincial level. The PESC shall be responsible in coordinating and/or facilitating coordination between provincial government agencies and the PNGEC in the following election related tasks and activities that are further defined in separate Terms of Reference (TOR):
  - a. Provincial planning, boundaries review, and data management
  - b. Financial control and anti-corruption measures
  - c. Safety and security including gender equity measures, HIV/AIDS awareness and COVID-19 pandemic control
  - d. Networking and partnerships with business and civil society groups
  - e. Integrated election planning at all levels of government administration
  - f. Resource sharing including use of public servants to support elections and update the roll
  - g. Access to community facilities, transport and communications, and utilities
  - h. Community information and awareness
  - i. Other strategic issues as identified by PESC.



### **3.0 MEMBERSHIP**

1. The PESC shall be made up of the following members:
  - (a) Deputy Provincial Administrator as PESC Chairman
  - (b) District Administrator as Deputy Chairman
  - (c) Human Resource Executive Manager
  - (d) Provincial Program Advisor
  - (e) Provincial Election Manager
  - (f) Assistant Election Manager
  - (g) Provincial Finance Manager
  - (h) NBC Manager/Director
  - (i) Provincial Police Commander
  - (j) Provincial Metro Command (Rep)
  - (k) Director-Provincial Disaster
  - (l) Director-Disability Organization

### **4.0 RESPONSIBILITIES**

Responsibilities of PESC are:

1. Provide a forum for the planning and coordination of 2022 National Elections.
2. Ensure that the Electoral Commission receives adequate and timely support for election events including roll updates under its election responses development and improvement program.
3. Coordinate Provincial Government agency to the planning and delivery of resources for elections.
4. Adopt policies to ensure that there is an integrated Provincial approach to elections.
5. Provide support to the PNGEC to brief stakeholders, including candidates, scrutineers, civil society, media, and business to better understand the planning and delivery of elections.
6. Encourage and offer support through Provincial Government Departments for resource sharing and cooperation across districts, LLGs and wards to facilitate more efficient and effective delivery of elections.
7. Support planning and implementation of the 2022 voter enrolment update exercise.

### **5.0 AUTHORITY**

1. The PNGEC through the Electoral Commissioner is the key decision-maker in preparations and implementation of election related activities.



## **6.0 REPORTING**

1. The PESC shall report as required to its members through regular meeting minutes and periodic reports.

## **7.0 DECISION-MAKING**

1. Decisions and recommendations of PESC shall be made by consensus, when possible. In the event that a consensus cannot be reached, a simple majority decision shall be sought.
2. Where relevant and necessary, outcomes, decisions and recommendations of PESC shall be elevated to relevant authorities for endorsement or resolution of issues.

## **8.0 RESPONSIBILITIES OF CHAIR AND MEMBERS**

### **1. CHAIR**

The Provincial Administrator shall be the Chair of the PESC. He or she is responsible for

- (a) Ensuring PESC focuses on matters relevant to its functions and considers each matter with appropriate diligence.
- (b) Ensuring that appropriate and timely reporting occurs to its members and the IDEC Liaison Officer regarding issues relevant to the implementation of elections.
- (c) Managing logistical and administrative matters associated with the operation of PESC.
- (d) Resolving any disagreements among the PESC members.

### **2. MEMBERS**

The members shall have the following responsibilities:

- (a) Represent the perspectives of their respective organisation in relation to the coordination of election management planning and implementation.
- (b) Share relevant information with appropriate person/s from their organisation as a result of election preparation and implementation.
- (c) Understand and manage the impact of changes within their organisation
- (d) Identify risks and facilitate the resolution of challenges and issues
- (e) Provide available resources to planning and delivery of elections
- (f) Regularly attend and participate in PESC meetings
- (g) Perform mutually agreed and delegated tasks
- (h) Submit written reports in a timely manner on actions taken.
- (i) Communicate and cooperate with fellow members in a professional and constructive manner.

## **9.0 MEETINGS**

1. PESC meetings shall be convened on a monthly basis, with additional meetings (if required) to be scheduled by the Secretariat, after initiation by the Chair.
2. Deferral or cancellation of meetings shall be at the discretion of the Chair.

## **10.0 SECRETARIAT**

1. The Secretariat comprises of the Election Manager and the Assistant Election Manager and a delegate from the PESC Chair. The Secretariat shall be responsible for:
  - (a) Preparing policies, procedures, agendas, minutes, and reports as required by the PESC.
  - (b) Compiling and disseminating agendas and meeting minutes (via email or hard copy).
  - (c) Coordinating and preparing electoral information and updates
  - (d) Maintaining administrative aspects of PESC, including record keeping and attendance.
  - (e) Coordinating and facilitating logistical requirements associated with meetings.

## **11.0 QUORUM**

1. The quorum is a minimum of five voting members. If a quorum is not met, at the Chair's discretion, the meeting may discontinue. The presence of the co-chairs and the proxies of the members who are absent shall be included in the determination of the quorum.

## **12.0 OUT OF SESSION BUSINESS**

1. Business may be initiated and progressed out of session by the Chair. Papers shall be circulated to members for feedback by a specified date. In these circumstances, the Chair shall determine the final position based upon members' feedback. The Secretariat can update members accordingly.

## **13.0 PROXIES**

1. Members who are unable to attend any meeting may designate a proxy to attend on their behalf. Proxies who attend must be able to, as far as practicable, contribute to meetings as if they were a nominated member of PESC.



#### **14.0 OTHER PARTICIPANTS AND GUESTS**

1. The Chair may from time-to-time invite participants or groups to present to, or observe, meetings of PESC.
  - (a) With prior approval of the Chair, members may invite guests to attend meetings to provide expert advice.
  - (b) A guest's attendance is limited to the duration of discussion on that specific topic.

#### **15.0 CONFIDENTIALITY**

1. Members and proxies acknowledge their responsibility to maintain the confidentiality of all information that is not in the public domain. Information or discussion are deemed 'in confidence'. Members are to act in accordance with all relevant department policies and guidelines, including the Code of Conduct for the PNGEC.

#### **16.0 DURATION OF PESC**

1. The PESC shall continue to meet as required for implementation of electoral activities.
2. The PESC shall dissolve after the implementation of 2022 National General Elections.

#### **17.0 TERM**

1. This TOR is effective from the date of issue of writ for the 2022 National Elections and continues until the (expected completion date of the Local Level Government Elections). The TOR shall be terminated by mutual agreement by the members.

#### **18.0 REVIEW & AMENDMENT**

1. The PESC TOR shall be reviewed and amended upon the conclusion of the 2022 National General Elections and prior to the next National General Elections. This shall materialize in writing after consultation and agreement by the Committee Members.

#### **19.0 MONITORING AND EVALUATION**

1. The performance of the PESC shall be monitored and evaluated during implementation to measure effectiveness with key performance indicators (KPI). KPIs shall capture and analyze data for tracking progress and measuring the achievement of inputs, outputs and outcomes. The performance-based evaluation shall provide results-driven insight for PESC and PNGEC to improve effectiveness and make informed decisions on election management planning and implementation in the future.

APPROVED BY:

CITY MANAGER

MR. Bernard Kunt

Sign: 

Date: 01/02/2022

ELECTION MANAGER


Mr. /Mrs.: Kila Raza

Sign: 

date: 01/02/2022

MR. SIMON SINAI, ML

CHIEF ELECTORAL COMMISSIONER

Sign:  Date: 01/02/2022

MR. JOHN KALAMOROH

DEPUTY ELECTORAL COMMISSIONER CORPORATE SERVICES

Sign: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2022





NATIONAL PARLIAMENT

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13/04/2023

→ Director CCS  
→ A/CC Manager

~~Prepared~~ Read this document thoroughly and prepare the necessary response. <sup>30th March 2023</sup> NCD Election Steering Committee is programed or scheduled for 20-04-23 10 Am at National Parliament house state function room. Work with EO.

Mr. Frank Ravu  
City Manager  
National Capital District Commission  
P O Box 7270  
Port Moresby  
National Capital District

Dear Mr Ravu,

RE: REGIONAL CONSULTATIONS BY THE SPECIAL PARLIAMENTARY COMMITTEE ON 2022 GENERAL ELECTIONS

I write on behalf of the Special Parliamentary Committee on 2022 General Elections to inform you that the Committee will be holding regional consultations as part of its inquiry into the conduct of the 2022 General Election, from Thursday 20 April to Friday 21 April at the Stanley Hotel.

By way of this letter, the Committee will be meeting with the following groups and individuals:

1. Election Steering Committees from provinces in the Southern region
2. Two male candidates and one female candidate in NCD
3. Women's representatives
4. Church representatives
5. Youth representatives

A program for the consultations is attached for your information.

This Committee has been established by Parliament to review the conduct of the 2022 General Elections. The Committee has commenced its inquiry with public hearings in Port Moresby in February and March this year. The regional consultations are part of the Committee's inquiry to consult with key stakeholders in provinces to get their views and recommendations on the conduct of the national elections.

If you have questions or require further information, you can contact Werner Cohill and Ruth Alex on email [committee@parliament.gov.pg](mailto:committee@parliament.gov.pg) and on telephone 3277784 and 3277781 respectively.

I thanked you in advance for your participation.

Yours sincerely,

A handwritten signature in blue ink, consisting of several vertical strokes followed by a horizontal line that curves to the right.

**HON. ALLAN BIRD, MP**  
Committee Chair & Governor for East Sepik

Cc: **HON. POWES PARKOP, MP**  
Governor for NCD

**MR. DAVID MANNING**  
Police Commissioner  
Royal PNG Constabulary

**MR. SIMON SINAI**  
Chief Electoral Commissioner  
PNG Electoral Commission