



Key Considerations for Electoral Registration Officers and their Deputies



Aim	To clearly outline all the Electoral Registration Officers' statutory duties and explore how to maximise registration levels.
Objectives	<ol style="list-style-type: none">1. To ensure that Electoral Registration Officers and their deputies can identify their statutory duties and the personal nature of their legal responsibilities2. To encourage discussion about how to maximise registration and deliver quality electoral registration services at a time of diminishing resources.3. To equip delegates with an understanding of key electoral processes including: annual HEF and continuous ITR canvassing; and the impact of overwhelming registration and absent vote applications during an election.4. To create awareness of Information Governance and data sharing relating to the electoral registration function.
Audience	Both newly appointed and experienced Electoral Registration Officers, their appointed Deputies and any accompanying Electoral Service Managers.

Course Overview	<p>It also covers key processes to maintain the electoral register: HEF and ITR canvassing, hearings and appeals, prosecutions for non-responders; information governance and data sharing; absent voting applications, encouraging participation, using social media for target audiences and effective communications.</p> <p>The Course will be delivered using a mixture of presentational material and practical exercises and with reference to example documentation and official guidance.</p> <p>Group discussion will also take place during the day to facilitate the exchange of knowledge, experience and ideas.</p> <p>Course notes will be provided.</p> <p>Each course runs from 10am until 4pm with breaks for lunch as well as tea and coffee.</p>	
	24 June 2019	Coventry
	15 July 2019	York
	18 July 2019	Camden – Crowndale Centre
Dates and Venues	First delegate	AEA member – £330 (plus vat)
		Non-member – £429 (plus vat)
	Second and subsequent delegates from the same Authority*	AEA member – £165 (plus vat)
		Non-member – £215 (plus vat)
Cost of Attendance	<p>Non-members wishing to join the Association may download a membership application at www.aea-elections.co.uk/join</p>	
	<p>*If delegates from the same Authority wish to attend this course on different dates/at different venues please indicate clearly on the booking form.</p> <p>If you cannot attend a substitute from the same Authority may attend in your place, otherwise the following cancellation charges apply:</p> <ul style="list-style-type: none"> • Less than two weeks before the event 100%. • Less than four weeks before the event 60% • More than four weeks before the event £20. <p>If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.</p>	