



# Maintaining the Register

## Aim

To outline the steps Electoral Registration Officers (EROs) are required to take to make sure they maintain a complete and accurate register, including the legislative framework and areas of good practice.

## Objectives

1. Examine options for maximising registration, including using local data.
2. Examine options for ensuring only eligible citizens are registered.
3. Highlight specific considerations at election and canvass time.
4. Learn from each other's experiences.

## Who is this course for?

This course is designed for anyone involved in maintaining the electoral register who wants a comprehensive understanding of requirements or who is considering how to improve their own processes.

## Course overview

You will focus on approaches and processes for effectively maintaining the register throughout the year, including during the canvass and in the run-up to an election.

Key topics will include using local data; ways to reach under-registered or difficult-to-reach groups; the effective use of different canvass routes; use of canvassers; reviews of registration and deletions; considerations at election time.

The course will be delivered using a mixture of presentation material and reference to example documentation and official guidance.

Discussion will be encouraged to enable you to exchange knowledge, experience, and ideas.

You will be provided with a course pack prior to the course.

Each course runs from 10:00 until 16:00 with suitable breaks, including for lunch.

## Dates and venues

**Wednesday 13 June 2024**

Online – via Microsoft Teams

## Cost

**First delegate**

AEA member – £250 (plus vat)

**Subsequent delegates**

AEA member – £125 (plus vat)

**Non-member**

Non-member – **£312.50 (plus vat)**

Non-members who would like to join the Association can apply for membership online at [www.aea-elections.co.uk/join](http://www.aea-elections.co.uk/join)

\*If delegates from the same authority would like to attend this course on different dates/at different venues please clearly indicate this on the booking form.

## Terms and conditions

### Cancellation

If you cannot attend, a substitute may attend in your place. Otherwise the following charges will apply:

- Less than two weeks before the event 100%.
- Less than four weeks before the event 60%
- More than four weeks before the event £20.

If for any reason a course is cancelled a full refund will be made. No payment for delegate costs that may have been incurred would be reimbursed.

### Non-Attendance

Non attendees are liable for full payment of the event. This includes face-to-face and online training.

If attendees have any concerns regarding connectivity they can email [training@aea-elections.co.uk](mailto:training@aea-elections.co.uk) to arrange a pre course test.

[Find out more about our full range of training courses and professional qualifications on our website](#)