



THE UNIVERSITY OF HONG KONG  
PUBLIC OPINION PROGRAMME  
香港大學 民意研究計劃



致 貴組織負責人：

### 邀請民間社會參與「3.23 民間全民投票」

香港大學民意研究計劃（民研計劃）將於 2012 年 3 月 23 日舉行「3.23 民間全民投票」，讓市民以到站及離站電子投票方式，表達對第四屆行政長官選舉的整體投票意向。作為獨立學術機構，民研計劃一直致力開拓一套電子投票制度，讓不同界別的人士和普羅大眾，透過民間投票方式表達意願。

民研計劃視「3.23 民間全民投票」為一次推動公民參與，建構公民社會的重要活動。因此，本研究計劃希望 貴組織以下列方式協助推行有關活動：

- 在 3 月 23 日免費提供投票場地，包括會堂、吉鋪、商場等
- 在 3 月 23 日組織民間宣傳隊，鼓勵或協助市民投票

有關是次全民投票活動的詳情及操作構思，已詳列於「PopVote 普及投票」網站（網址為 <http://popvote.hk>）。如 貴組織有意支援是次活動，或有其他建議，亦歡迎到此網站之「行動支持」網頁，留下資料，民研計劃會適時跟進。如有查詢，亦可於辦公時間致電 3921-2726 與（陳先生/Samuel）聯絡。特此通知並懇請 貴組織積極考慮協助是次民間全民投票活動。

民研計劃暫定於 3 月 19 日晚上舉行簡介會，會上將說明如何連接「普及投票」網站並示範身份認證及投票過程，歡迎參與 的機構代表及各義工出席，詳情容後公佈。

鍾庭耀博士  
香港大學民意研究計劃總監

2012 年 3 月 2 日

## 附屬／民間票站指引

### 「3.23 民間全民投票計劃」簡介

作為獨立學術機構，民研計劃一直致力開拓一套專事專辦的電子投票制度，讓不同界別的人士和普羅大眾，透過民間投票表達意願。藉著本港第四屆行政長官選舉於 2012 年 3 月 25 日舉行，民研計劃於 3 月 23 日舉行「民間全民投票」，讓市民以民間投票方式，表達對第四屆行政長官候選人的支持程度，目的有三：1) 結合民意調查結果立體展示民意，供市民和選委參考，2) 推動公民參與，建構公民社會，及 3) 示範電子投票制度。

活動日期：2012 年 3 月 23 日

票站開放時間

附屬票站：上午 9 時至下午 9 時

民間票站：由各票站負責人決定，最遲於下午 9 時完結

### 票站場地基本要求

票站須為一個平坦而寧靜的空間，足以容納一至多個獨立投票間。票站須有無線或固網訊號以連上互聯網，並有充足電力供應。除獨立投票間外，票站最好有一定空間供輪候投票人士排隊，如票站面積較小，亦可考慮將輪候人士移至票站外。無論票站位於室內或室外，必須確保在投票間內不會受任何人士或噪音滋擾。

### 投票間的基本要求

每個獨立投票間最少須有 1.5 米闊及 1 米深。投票間內，用以投票的電腦放置於枱上，枱面的高度約為 80 至 100 厘米。投票間應以最少 1.5 米高的圍板遮擋其中三面，如投票間有足夠深度，可考慮在進入投票間的一邊加添布簾，加強保護私隱程度。兩個投票間之間應有 80 厘米以上的距離。

### 票站基本配置

#### 附屬票站

電腦數量：每個投票間須有獨立輪候隊列。除投票間內的電腦外，每條隊列的前端設立另一部電腦，讓最前列的輪候人士可於此電腦先進行身份認證。換而言之，每個獨立投票間／隊列須設有兩部電腦。

工作人員數目：每部「身份認證」電腦需要一名工作人員負責為市民認證。每三個獨立投票間應最少配有一位技術人員，以便遇有技術問題時，可進入投票間協助市民（如無技術問題，技術人員**絕對不可以**進入投票間）。每個票站亦應有工作人員負責維持票站內的秩序，人數視票站面積而定。每個票站亦需要一位票站主任，以處理任何事宜及與民研計劃聯絡。

## 民間票站

電腦配置：即使有多於一個投票間，亦可合用同一條輪候隊列。輪候隊列毋須設有電腦，可使用獨立投票間內的電腦完成身份認證及投票兩個程序。民研計劃不會提供任何電腦，票站負責人宜於事先測試自備的電腦能否順利連上「普及投票」網站（民研計劃將舉行簡介會，詳見後述）。

工作人員數目：每兩個投票間應最少配有一位技術人員，如市民進行身份認證及投票時遇上困難，可進入投票間提供協助（如無技術問題，技術人員絕對不可以進入投票間）。每個票站亦應有工作人員負責維持票站內的秩序，人數視票站面積而定。每個票站亦需要一位票站主任，以處理任何事宜及與民研計劃聯絡。

## 投票程序

### 附屬票站

1. 市民向票站工作人員出示身份證；
2. 工作人員確認身份證屬於持有人及該人為年滿 18 歲的香港永久性居民（身份證有 A 字符號）後，輸入身份證號碼以進入投票網頁；
3. 倘若系統顯示有關人士已於網上投票，該名人士仍然可在票站投票，但工作人員必須於投票前將此情況告知該名人士，並說明票站所投選票將為最終結果，之前在網上投票的記錄將失效；
4. 倘若系統顯示有關人士已於票站投票，將無法再次投票。即使該名人士進入投票間，電腦亦不會顯示選票。工作人員請禮貌地向該名人士說明並勸喻其離開。
5. 通過身份認證後，工作人員引導該名人士進入投票間投票；
6. 投票進行時，工作人員應盡量協助投票人士在不受干擾和相當保密的情況下進行投票；
7. 在有關人士投票後，工作人員須確保身份認證網頁已經返回初始介面，讓下一位市民登記。

### 民間票站

1. 市民進入投票間並向票站工作人員出示身份證；
2. 工作人員確認身份證屬於持有人及該人為年滿 18 歲的香港永久性居民（身份證有 A 字符號）後，輸入身份證號碼以進入投票網頁；
3. 倘若系統顯示有關人士已於網上投票，該名人士仍然可在票站投票，但工作人員必須於投票前將此情況告知該名人士，並說明票站所投選票將為最終結果，之前在網上投票的記錄將失效；
4. 倘若系統顯示有關人士已於票站投票，將無法再次投票，電腦亦不會顯示選票。工作人員請禮貌地向該名人士說明並勸喻其離開。
5. 通過身份認證後，電腦將自動顯示選票，讓有關人士投票。此時，工作人員應與投票間保持一定距離，使有關人士在不受干擾和相當保密的情況下進行投票；
6. 在有關人士投票後，工作人員須確保投票網頁已經返回初始介面，讓下一位市民登記及投票。

## 票站內秩序

任何人士均不得在票站內拉票或展示任何選舉廣告；  
在不打擾投票過程的情況下，投票站內容許拍照、拍攝及錄音；  
所有票站工作人員不得參與任何助選或宣傳活動，派發選舉說明資料除外。

## 禁區

在票站入口附近應設有一定面積的禁區，並須清楚標示禁區範圍。此禁區內，禁止進行任何政治宣傳或游說，使投票者在進入票站投票前，能有一段時間冷靜下來，在不受任何打擾的情況下投票。

## 入口／出口

如場地許可，票站有分開的入口及出口，並盡量避免在票站的同一邊。如此可使投票隊列的流動更順暢。

## 附屬票站及民間票站的分別

附屬票站：民研計劃會提供物資上的協助，並會事先於「普及投票」網站將這些票站的地點列出，亦會派出人手支援票站。身份認證與投票的過程將會分開，使用兩部不同電腦。投票的體驗與真實投票較為接近。如有意提供場地作附屬票站，**請於 3 月 7 日或之前與民研計劃聯絡**。

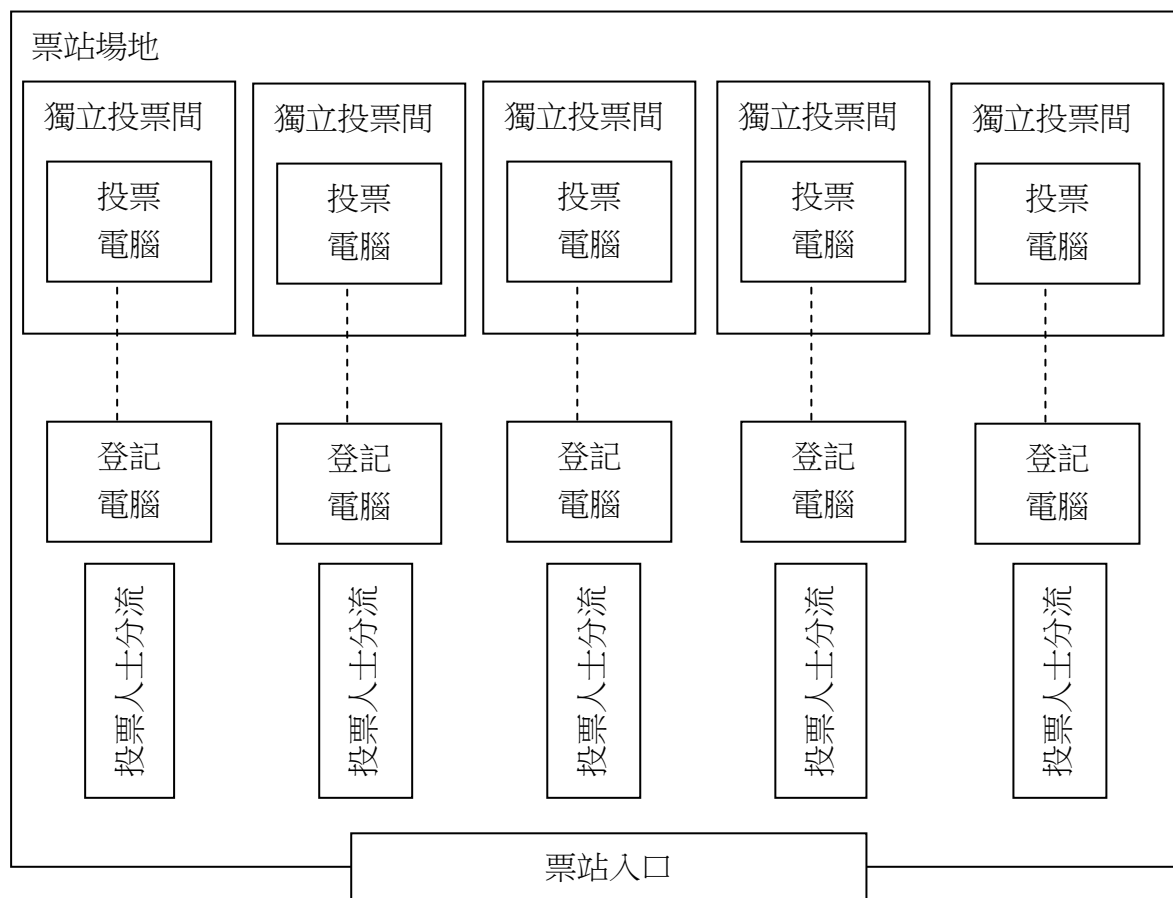
民間票站：民研計劃只會提供指引予負責人，希望負責人能依照指引建立票站及運作。民研計劃將不會派出任何人手視察或支援票站，亦不會確保投票過程與真實投票相似。如有足夠資源，民研計劃或會提供少許宣傳物資及說明單張。

## 簡介會

民研計劃暫定於 3 月 19 日晚上舉行簡介會，會上將說明如何連接「普及投票」網站並示範身份認證及投票過程，歡迎參與 3.21 及 3.23 的中小學老師及義工出席。

## 票站投票

票站場地初步設計：



投票時間：上午九時正 至 下午九時正

電腦數目：約 10 部

票站工作人員：約 12 位

票站數目及地點：待定

認證資料：身份證



THE UNIVERSITY OF HONG KONG  
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To: Head of Organization,

### **Invitation for the civil society to support the “3.23 Civil Referendum Project”**

The Public Opinion Programme (POP) will implement the “3.23 Civil Referendum Project”, in order to let people express their overall support towards different candidates of the fourth Chief Executive election, by means of onsite and offsite electronic voting. As an independent academic institution, POP has worked hard to develop a task-based electronic voting system to facilitate the general public and people from different sectors to express their will through civil referendum.

POP considers “3.23 Civil Referendum Project” as an important activity to construct a civil society by promoting civil participation. Therefore, POP strongly encourages your organization to provide support to the project in the following ways:

- Provide free venues for setting up polling stations on March 23, including halls, empty stores, public areas in shopping malls, and so on.
- Organize publicity teams on March 23 to encourage and assist people voting.

The details and operation plan of the project are shown on our PopVote website (<http://popvote.hk>). If your organization would like to support the activity, or has other ideas, please also visit the “tangible support” section of our PopVote website and then leave your information. POP will follow up in due course. If you have any enquiry, please feel free to contact Mr. Samuel Chan of POP at 3921-2726 during office hours. Thank you for your attention and we are looking forward to your support to the “3.23 Civil Referendum Project.”

POP plans to hold a briefing session on March 19 evening, introducing how to log onto the PopVote website and to demonstrate the verification of HKID cards and the voting process. We welcome organization representatives and volunteers to join this briefing session. Details will be announced later.

Dr Robert Chung Ting-yiu  
Director of Public Opinion Programme  
The University of Hong Kong

March 2, 2012

## **Appendix: Guidelines for “3.23 Civil Referendum Project” polling station**

### **Background**

As an independent academic institution, POP has worked hard to develop a task-based electronic voting system to facilitate the general public and people from different sectors to express their will through civil referendum. POP plans to hold a “civil referendum” on March 23, 2012 to echo with the fourth Chief Executive election to be held on March 25. POP hopes to let the general public vote via the civil referendum in order to express their support towards different candidates. The “civil referendum” has three objectives, namely: 1) to integrate with the results of public opinion surveys to form a comprehensive reference for the public and the election committee, 2) to construct a civil society by promoting civil participation, and 3) to demonstrate the electronic voting system.

Date: 23 March, 2012

Opening hours of stations

Sub-ordinate stations: 0900-2100

Local-based stations: To be decided by person in charge and ends latest by 2100

### **Basic requirements for the polling station**

The polling station must be a flat and quiet space able to accommodate one or more individual voting areas. The station must have access to wifi or fixed line signal to connect to the internet as well as having electricity supply. Apart from having individual voting areas, it would be best if the station can provide some area for people waiting to line up. People can wait outside the polling station if the station is not big enough. Please make sure that voters will not be affected by any person or noise while voting no matter the polling station is indoors or outdoors.

### **Basic requirements of the voting area**

Each voting area must at least be 1.5 metres width X 1 metre depth. Please place the computer for voting on a desk of 80-100 cm tall inside the voting area. The voting area should at least have 3 boards of 1.5 metres tall covering three sides of it. If the voting area has enough depth, it is recommended to have a curtain covering one side of the area to strengthen the privacy level. The distance between two voting areas should have 80 cm or above.

### **Basic setting of the polling station**

Sub-ordinate station

Number of computers: Each voting area should have an individual waiting line for voting. Apart from the computer inside the voting area, there should be another computer in front of the waiting line to let the first person in line to undergo the HKID card verification process. In other words, each individual voting area/waiting line should have two computers.

Number of helpers: Each “registration machine” should have one helper to help with the verification. There should one technician in every three individual voting areas.

If there are any technical problems, they can enter the area to help (If there are no technical problems, technicians **must not** enter the area). There should be helpers in each station to help maintain discipline of the polling station, the number of staff will depend on the size of the station. Each station should have one station manager to deal with any matters and to keep in touch with POP.

#### Local-based polling stations

Computer set up: The same waiting line can be used even if there are one or more voting areas. There is no need to set up computers for the waiting lines, the computer in the voting area can be used to complete both the HKID verification and voting process. POP **will not** provide any computers, therefore, it is recommended the person in charge of the station to test whether the computer to be used can log onto PopVote website. (POP will hold a briefing session, details to be announced later)

Number of helpers: There should be at least one technician for every two voting areas. If there are any problems during the HKID verification and voting, they can enter the area to help (If there are no technical problems, technicians **must not** enter the area). There should be helpers in each station to help maintain discipline of the polling station, the number of staff will depend on the size of the station. Each station should have one station manager to deal with any matters and to keep in touch with POP.

### **Voting Procedures**

#### Sub-ordinate polling stations

1. Citizens show their HKID card to station helpers.
2. Helpers enter the HKID card number to log onto the voting website after confirming citizen’s identity to be aged 18 or above and is a Hong Kong permanent resident. (HKID card number starting with A)
3. A person can still vote in the polling station even if the system indicates he/she has voted offsite (i.e. on the website) but helpers must notify him/her this situation and state that **the voting in the polling station will be the latest results** and the previous offsite voting will be invalid.
4. A person will not be able to vote again if the system indicates he/she has already voted in a polling station. The computer will not show the ballot even if he/she enters the voting area. Helpers please notify him/her politely and ask them to leave.
5. Helpers should guide the voter into the voting area after their identity is verified.
6. Helpers should make sure voters can vote without disruption and their privacy protected while voting.
7. Helpers should make sure the voting website has returned to its homepage after a voter has made his/her vote and let the next voter register and vote.



### **Local based polling stations**

1. Citizens enter the voting area and show their HKID card to station helpers
2. Helpers enter the HKID card number to log onto the voting website after confirming citizen's identity to be aged 18 or above and is a Hong Kong permanent resident. (HKID card number starting with A)
3. A person can still vote in the polling station even if the system indicates he/she has voted offsite (i.e. on the website) but helpers must notify him/her this situation and state that **the voting in the polling station will be the latest results** and the previous offsite voting will be invalid.
4. A person will not be able to vote again if the system indicates he/she has already voted in a polling station. The computer will not show the ballot even if he/she enters the voting area. Helpers please notify him/her politely and ask them to leave.
5. The computer will automatically show the ballot once their identity is verified and let them vote. Meanwhile, helpers should keep a distance from the voting area in order to let students vote under no disruption and their privacy being kept.
6. Helpers should make sure the voting website has returned to its homepage after a voter has made his/her vote and let the next citizen register and vote.

### **Discipline within the polling station**

No one should put up banners or show election campaign advertisements inside the station. Photography, video shooting or recording is allowed under the circumstance that it will not disrupt the voting process.

All helpers should not be involved in any electioneering or promoting campaign except giving out election information.

### **Restricted area**

There should be a designated place near the entrance of the station to be the restricted area and the size should be clearly indicated. No political campaign or persuasion is allowed within this area in order to let voters have some time to calm down before entering the station and to vote under no disruption.

### **Entrance/Exit**

If possible, the entrance and exit should be separated and to avoid being on the same side of the station. This can help with the logistics of the voting line.

### **Difference between sub-ordinate polling stations and local-based polling stations**

Sub-ordinate polling stations: POP will provide material support to these stations as well as showing their location via the PopVote website and deploy staff to these places. Both the HKID verification process and voting process will be separated using two different computers. The experience will be close to real voting. If you are interested in providing places for sub-ordinate polling stations, please **contact POP on or before 7 March**.

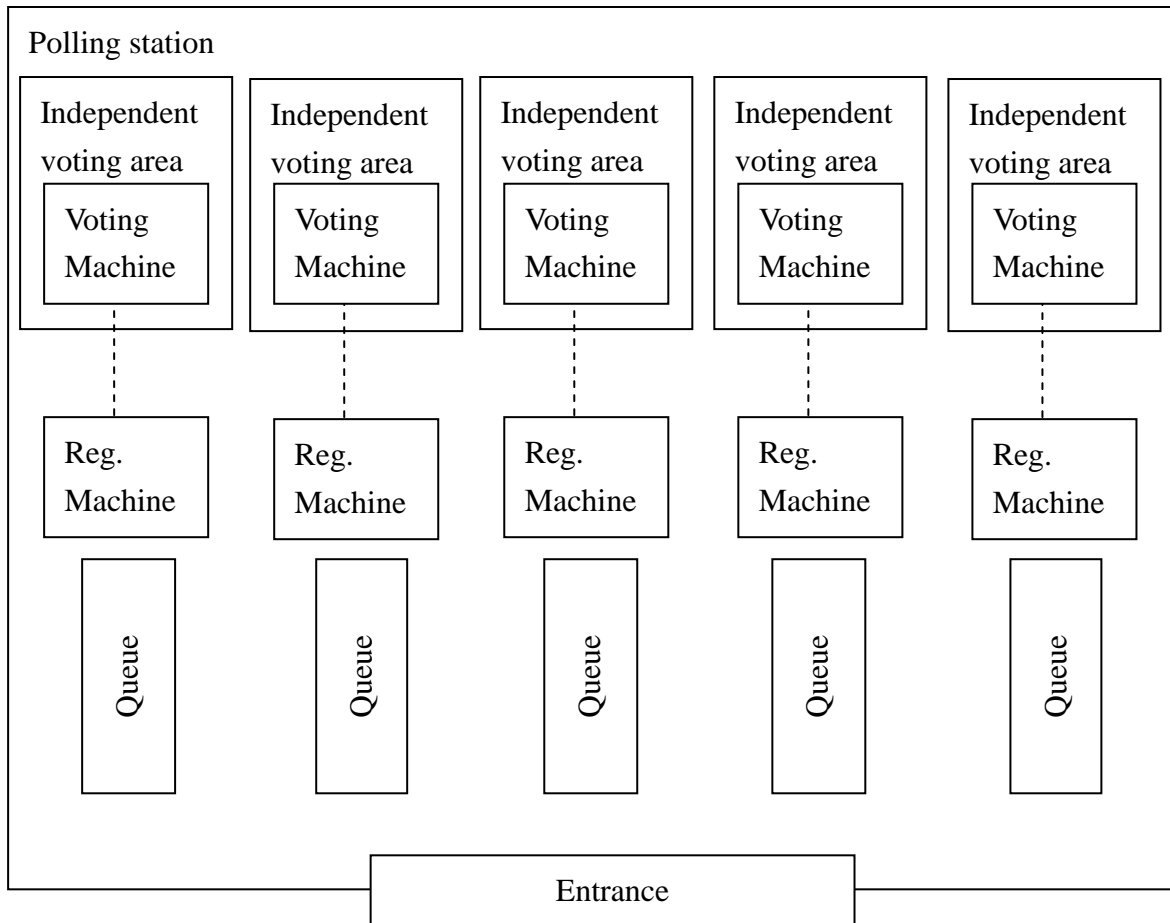
Local-based polling stations: POP will provide guidelines to the person in charge, hoping that he/she can follow these guidelines to set up and operate the station. POP will not deploy any helpers or material support to the station, meanwhile, it is not guaranteed that the voting process will be close to the real voting. If there are enough resources, POP will provide few promoting materials and information handouts.

### **Briefing session**

POP plans to hold a briefing session on 19 March evening, introducing how to log onto the PopVote website and to demonstrate the verification of HKID and the voting process. We welcome all primary and secondary school teachers and volunteers who have signed up for the “3.21 Civil Referendum in schools” and “3.23 Civil Referendum” project to join this briefing session.

## Design of the onsite polling station

Initial layout of the polling station:



Voting time: 0900 to 2100

Number of computers: Around 10

Polling station staff: Around 12

Number of polling stations and venue: tbc

Information for verification: Identity Card