



ELI

EUROPEAN
LAW
INSTITUTE

Electa Platform Guide



LUMI
GLOBAL



Guide to Electa Platform

Introduction

The following is a guide to Electa, a digital elections solution that strictly complies with GDPR, ISO 27001, ISAE 3000 SOC2, and Cyber Essentials Plus. Electa is trusted by organisations such as the European Parliament, UN, OSCE, the Red Cross, and Transparency International. It offers end-to-end verifiability, strong authentication methods, and is administered by Lumi Global, one of the sponsors of ELI's Annual Conference.

There are two aspects to the election process:

- Candidacy, Endorsements and Nominations (more below)
- Elections (this section of the Guide will be updated once elections open)





Candidacy, Endorsements and Nominations

1. Create Candidacy

1.1 Log In

- Go to the [Electa platform](#) and sign up using your credentials. When entering your email address, please use the primary address through which you received information on the ELI elections from the Secretariat.
- Create a password that is at least 8 characters long and click 'Sign up'.
- A message with a confirmation link will be sent to your email address. Note that delivery may take some time depending on your email provider.
- If you do not receive the confirmation email, please check the junk folder. If it is not there, please go to [Electa platform](#) click 'Didn't receive confirmation instructions?' to request a resend. Enter the same email address and click 'Resend confirmation instructions'. If the 'Confirmation instructions' email still does not arrive after some time, please contact support at email [Lumi](#).
- Once you receive the 'Confirmation instructions' email, click 'Confirm my account.' You will be directed to the 'Sign in' page.
- Sign in using your email address and password.
- You will be asked to prove your identity. Add email address and click 'Confirm identity'. Your identity has been successfully verified.


1.2 Create Candidacy

- Having confirmed your identity, you will be directed to the 'Welcome to your user panel' page.
- To return to the Home page, click  Home.
- For more information about the election process and key ELI documents, click  Information.
- To view other candidates, click  Candidates.
- To run for elections, click 'Create your candidacy profile' on confirming your identity or click 'Become a candidate' from the  Home page.
- It is recommended to have a profile photo ready, along with your biography (max 1,300 characters, including spaces) and statement (max 2,600 characters, including spaces), as the entire process must be completed in one sitting. Once you submit your candidacy, it cannot be edited.
- Once you have filled in all the required information, click 'Create Candidate'. Your candidacy has been successfully created. You will see a view of your candidate profile and the number of endorsements you have received, if any, at the bottom.


2. Create Candidacy After Endorsing Another Candidate

- After endorsing a candidate, you will receive a 'Confirmation of endorsement' email.
- To activate your account, you will need to set up a password. Click 'Create Password', enter your desired password, confirm it, and then click 'Change Password'.
- You will be directed to the user panel. Follow instructions under the Create Candidacy section in 1.2. above.

3. Invite Endorsers

- Click  Home and 'View my account'. Then click 'Invite endorsers'.
- Complete form and click 'Send invitation'.
- You will need to know the email address of the endorsee.
- 'Endorsement invitation was successfully created' and a preview of the invitation sent will be displayed.
- If you do not hear from the individual you approached, it may be that the invitation went to their junk folder. We therefore encourage you to reach out in other ways too.


4. Keep Track of Endorsement Invitations You Sent and Endorsements You Received

- Click  Home and 'View my account' and the 'View endorsements' button.
- You will be directed to the page below where you can view details such as the endorsements received, the endorsement invitations sent, and the option to invite further endorsements.
- Please note that you can only receive a maximum of 5 endorsements.
- You cannot endorse yourself.

5. Endorse a Candidate

- When a candidate sends you an endorsement request, you will receive an automatic notification via email.
- If you wish to endorse the candidate, click 'Go to their profile'. You will be directed to the candidate's profile, where you can endorse them by clicking 'Accept invitation'.
- You will then be directed to the confirmation page. Your name will be automatically populated in the dedicated space. To confirm endorsement, click the 'Confirm' button.
- You will receive a notification on the platform and a confirmation email once your endorsement is successful.
- If you are directed to 'Proof of identity required to endorse' page, click 'Prove identity', enter email address, and select 'Confirm identity'. You will then be directed to the confirmation page. Follow the steps outlined above.

6. Keep Track of Endorsements Given to and Requested by Candidates

- If you are already logged in and have created your candidacy, click  Home, then select 'View my account'.
- Click 'Requested endorsements' to view the endorsements other candidates requested of you.
- Click 'View given endorsements' to see the endorsements you have given.

Voting for Nominated Candidates

1. Key Dates

- Voting will open at 13:05 on 22 September and close at 15:25 on 23 September.
- We strongly recommend casting your votes at least one hour before the close of the election to ensure your participation is successfully recorded.

2. Authentication

- One week before the official opening of the elections, you will receive an email containing the link to the voting platform and a personal election code. A reminder will also be sent the day before the elections begin.
- If you do not receive your election code in the above period, please contact support at [Lumi](#).

3. Personal and Proxy Registration at the Annual Conference

- Kindly note that only those who will register in person at the Annual Conference will be enabled to vote. Remote voting is not permitted.
- Proxies will be automatically assigned to proxyholders upon the latter's in-person registration at the Annual Conference.
- As it takes time to activate voting access after registration, we strongly recommend registering for the Annual Conference at least **two hours** before the close of elections.

4. Voting Information

- Once the elections are officially open, simply click the 'Go to login' link and enter your code. You will then be able to access the platform and view all the candidates.
- If you try to log in before the elections open, a message will appear indicating that the elections have not yet started. You will also see information about the official start date and time.
- Once logged in, you may cast your votes or use the 'Search the ballot' tool to find a specific candidate by entering their name. You can view individual candidate profiles by clicking 'View candidate'.
- You can vote for up to 28 candidates

4.1 Personal Vote

- To cast your vote, click the square button next to the photo of your preferred candidate, then click the 'Continue' button at the bottom of the page.
- To confirm your vote, please click the 'Submit vote' button. A confirmation page will then automatically appear.
- From this page, you will have the option to return to the sign-in screen and download your voting confirmation by clicking the designated button.
- You will also receive a confirmation email. Within that

email, you may download your confirmation at any time by clicking the 'Download receipt' link.

4.2 Personal and Proxy Vote

- If you hold a proxy, you and your proxy are not required to vote for the same candidates.
- To cast your vote, click the square button next to the photo of your preferred candidate, then select the 'Confirm selection' button at the bottom of the page.
- You may assign one or a maximum of two votes to each candidate.
- Click 'Confirm and assign' to proceed with your selection.
- If you assign only one vote to a candidate, you will be prompted to 'Add new ballot selection' to assign the second vote.
- Then click 'Continue' to view an overview of the votes you have cast.
- To confirm your votes, please click the 'Submit vote' button. A confirmation page will then automatically appear.

- From this page, you will have the option to return to the sign-in screen and download your voting confirmation by clicking the designated button.
- You will also receive a confirmation email. Within that email, you may download your confirmation at any time by clicking the 'Download receipt' link.

4.3 Final Vote

- Once a vote has been submitted, it is final. No changes or amendments can be made thereafter.

European Law Institute

- Pan-European, democratic, membership-based organisation
- Uniting prominent jurists of all legal professions
- Aiming to improve the law in Europe
- Carrying out projects with immediate practical application

Members of the ELI can contribute to its projects and gain access to an international network of jurists. Apart from other activities, the ELI organises its Annual Conference and Meetings, bringing together Europe's leading experts in diverse fields of law.

Executive Committee

President:

1st Vice-President:

2nd Vice-President:

Treasurer:

Other Members:

Pascal Pichonnaz

Anne Birgitte Gammeljord

Sir Geoffrey Vos

Pietro Sirena

Sylvaine Poillot Peruzzetto

Teresa Rodríguez de las Heras Ballell

Aneta Wiewiórowska-Domagalska

ELI in Vienna

The Secretariat of the ELI, which is hosted by the University of Vienna, is located in the heart of the Austrian capital, close to the main building of the University, the representation of the European Commission in Austria as well as the information office of the European Parliament.

We cordially invite you to visit us whenever you are in Vienna.



ELI Secretariat

Schottenring 16/175

1010, Vienna, Austria

T +43 1 4277 221 01

F +43 1 4277 922 1

www.europeanlawinstitute.eu

secretariat@europeanlawinstitute.eu



Donate

Financial support is vital for ELI's independence and impact. It ensures ELI's work remains uncompromised, enabling it to continue its mission of improving law-making and influencing legislation at European and international levels. Visit our website for more on donating to our cause.



ELI
EUROPEAN
LAW
INSTITUTE



universität
wien



Supported by
the European Union

