



RESEARCH ON COMPLIANCE RE COMPOSITION AT COUNTY ASSEMBLIES

SIMPLIFIED 5 - STEP RESEARCH PROCESS

STEPS	PERIOD	ACTION
1	14 - 16 Nov 2016	Advance Receipt of Introductory Letter and essential research materials from DLM by Offices of Clerks of Assemblies in the selected Counties. This includes the Research Questionnaires.
2	17 – 25 Nov 2016	Review and initial filling in of the Questionnaires by Offices of the Clerks of Assemblies. If necessary, the designated persons at the Offices of the Clerks of Assemblies can call the designated contact person at DLM to clarify any unclear aspects. See Introductory Letter for details of DLM contact person.
3	28 Nov - 9 Dec	Visits to the Offices of the Clerks of the Assemblies according to the Schedule provided - See DLM RPO(i). During these visits, the responses to the questionnaires will be reviewed face-to-face between the designated persons at the Offices of the Clerks and DLM researchers.
4	12 Dec – 6 Jan 2017	Collation and Synthesis of data from the fieldwork and preparation of initial report.
5	9 Jan – 13 Jan	E-mail of Initial findings to the Offices of the Clerks of Assemblies for validation of findings and receipt of feedback.
Thereafter, Release and Publication of Final Findings to Stakeholders and the Public.		