

GUIDELINES for INTREC SS

1) Approach

- Develop contacts
- Work with INDEPTH to engage with policymakers

2) Who are contacts – once you have them

- Google and get their CV
- Understand where they fit in the hierarchy

3) Make a contact list

- Names, fax, email, phone number
- Name and phone # of their assistant

4) Composing an email

- What to say] explain what the project is about
- What not to say]

5) Following up

- If they respond – bend over backwards to suit them in terms of timing / might not be during standard office hours
- If they don't respond –
 - call office and speak to their assistant
 - find out when they are expected in the office
 - ask if you should copy the email to assistant
 - check with assistant when you can expect to hear from them
 - call again in a few days

6) Going to the interview

- Small talk – keep it short and focused on the weather / nothing political
- Make sure you know where you are going in terms of the address
- Timing
 - arrive on time or a few min early – if you think there will be traffic or other delays take this into account- they are doing you a favor and have little time
 - be prepared for them to be late or even cancel at the last minute
 - be pleasant and gracious and ask when you can re-schedule
 - do not schedule anything for an hour or so beyond when you expect the interview to end in case the person is delayed
- Dressing – smart /casual – no jeans or sandals, no chewing gum
- Consent and questions ahead of time

7) Following up afterwards with policymakers

Thank you note within 48 hours

8) Following up with INTREC regional coordinator

Forward info

9) Follow up with INDEPTH

Feedback after all interviews and along the way – keep them engaged

10) Follow up with stakeholders

After all info has been collated and/published prepare a note and send out the publication.