

## RESEARCH, PUBLICATIONS AND LIBRARY

### General

1. All GL workshops shall be accompanied by a report. In addition, GL produces a number of research reports, training tools, books, pamphlets and posters relevant to its work.
2. All publications shall carry the GL logo; an ISBN number information on what GL is; contact information; GL website, phone, fax and e-mail addresses.
3. The CEO shall sign off on all final reports; proofs of GL publications and research methodology.

### Managing research projects

4. All research projects shall be designed by a reference group that must include the research manager and must include external stakeholders and experts. It is important for research to be conducted with an element of peer review: this accords us learning from our colleagues in the field; and gaining rich and diverse views. All variables included in data analysis must be agreed upon among the reference group members to ensure that all areas of interest are covered in the study. **(See Annex L for full research and publications checklist)**
5. All research projects involving face-to-face contact with respondents who have experienced or perpetrated any form of gender based violence, or any other sensitive situation, should include debriefing in its planning and budgets.
6. All research projects must be accompanied by a comprehensive briefing document for researchers that include sourcing photographs for the final report. The briefing document must include all the measuring and monitoring tools.
7. All research projects must take place when all research tools have been acquired and finalised. No plans or commencement dates must be proved unless all the elements of the data collection are available.
8. Research must be piloted, to ensure that researchers are familiar with all processes involved. The pilot must always take place for a period of two weeks.
9. The implementation of the research should be preceded by training and or a briefing meeting for researchers to ensuring that the researchers have full understanding of the research processes.
10. Appropriately qualified researchers must be contracted to conduct the research. Contracts of researchers must always take place once the research and monitoring tools have been finalised and approved by the CEO.
11. Researchers must make copies of all research materials prior to sending documents to GL. The originals must be sent to GL and the copies retained by the researcher.

12. The research manager must always come up with monitoring tools for ensuring quality control during data collection. Quality control must always be clearly stated in research plans, and contingency plans allocated time in the implementation schedule.
13. On receipt of completed research tools the responsible GL staff member shall:
  - Do an inventory of all materials received in an Excel spreadsheet.
  - Make copies of the all the research material and file these according to country.
  - Check that the copies are accurate.
  - Scan all research materials and store in the relevant programme area on the P drive.
  - Store the originals in a safe and accessible space.
  - Check all research materials received to ascertain if the research materials are completed properly.
  - After checking research materials, go through it again to verify the data, this may be done by cross referencing the data with other research, documents, via the Internet or with researchers themselves.
  - If there are gaps or problems with the data in the research material, contact the researcher and ensure that the information is filled or corrected.
  - Payment to researchers must only be made on receipt of final, verified research material.
  - Hand over copies for data analysis and make the service provider sign to acknowledge receipt of whatever materials are being taken away.

### **Data analysis**

14. The project manager shall:
  - Be responsible for data cleaning and come up with criteria for improving quality of the data collected.
  - Provide the data analyst with a list of regional and country specific graphs or tables required and how these should be named.
  - Request that the data analyst provide one country's analysis for approval prior to doing the complete analysis.
  - On receipt of one country's data check that the numbers correlate to what is in the raw data; that all averages are worked out on the basis of actual numbers not percentages; that the graphs provide the information needed for the argument that will be made and that the data in the graphs is linked to raw data.
  - Make all relevant changes and agree on final data products.
  - Check all final data before writing begins.
  - Save final data on the P Drive in the relevant programme area.

### **Writing the research report**

15. The project manager shall:
  - Seek agreement from the reference group and CEO/DP on form and design of the report.
  - Get a quotation for the reports.
  - Write one country's findings as a template and ensure that the template is in line with GL's Editorial Guidelines.
  - When writing the report think visually and ensure that relevant pictures are sourced.
  - Finalise the template.
  - Develop a schedule for the research.

- Write up relevant reports.
- Check that the data is accurately written up.
- Edit and proofread the report.
- Send the report through to layout.
- Check the designed report for accuracy and errors.
- Make changes, send to the DP for quality assurance and to the CEO for sign before this is sent to the printer.
- Store the final reports and data
- Save all final Word versions of the report on the P Drive in the relevant programme area.
- If any changes have been made to the data store final versions of the data on the P Drive.
- Store final PDF versions of the report on the P Drive.

## **Style**

16. All publications shall be written in simple, clear language using the guidelines at **Annex L**.
17. The Communications department shall be responsible for producing and administering an editorial style book.

## **Electronic filing of publications**

18. The final word version of publications and the low and high resolution final PDFs shall be stored on the P drive under publications by the Communications officer.
19. All audio visual materials will be backed up on a portable hard drive acquired for that specific purpose and stored outside the GL premises.

## **Announcing new publications**

20. All new publications shall be announced under what's new as well as through the GL list serve/s. The Communications department shall be responsible for administering this process. Announcements will be done in consultation with relevant programme staff and approved by the DP before it is sent out.
21. All workshop reports shall be posted to the website in full.
22. Training resources ad books shall carry a short description and be linked to an order form on the website.
23. GL publications shall also be announced in all other appropriate ways, including through list serves of partner organisations and through building links with commercial and educational book shops.

## **Management of stock**

24. Programme managers are responsible for developing strategies for the dissemination of their stock and managing stock sheets. These sheets are submitted monthly to the CEO through the DP.
25. Publications shall be distributed according to the agreed strategy. This includes core recipients such as Donors, board members, contributors, as well as targeted recipients as identified in the strategy. Stock sheets should reflect the plan for the new publication as well as the actual distribution.
26. GL shall ensure that as part of its distribution strategy and of its participation in the Gender and Media Diversity Centre (GMDC) all relevant regional and NGO libraries receive copies of its publications. This will be administered through the communications department.
27. Publications done jointly with organisations shall be distributed as agreed by the partnership.
28. All programme managers are allocated cupboards. They are responsible for matching stock sheets with stock; labelling the shelves and keeping these tidy.
29. All publications taken/removed from the shelves must be reported to the programme manager and Communication department for proper record keeping and reporting on a monthly basis.
30. The DP shall compile a monthly stock sheet of all programme stock and report to the CEO on distribution strategies and gaps. The monthly stock sheets shall at all times be compared against actual stock.
31. A total of 20 of each publication must be stored away in the reserve cupboard managed by the receptionist and office assistant.

## **Sales**

32. The guidelines for cost recovery are as follows:
  - GL workshop reports, annual reports, posters and pamphlets shall be given out free of charge.
  - GL publications or productions shall be made available free of charge to sponsors (in some instances the quantities are specified in donor contracts).
  - Training materials and books may be given free of charge to individuals or organisations that assisted in producing them, or are likely to put these materials to specific use in accordance with GL goals and POA, at the discretion of the CEO/DP.
  - GL publications shall be sold at all exhibitions and special events.
  - The price shall be recommended by responsible managers and agreed by the CEO/DP.
  - The Communications department shall devise various package deals, to be approved by the DP/CEO, for the sale of books.

## **Orders, Payment and E-Sales**

33. Once an order has been received an invoice must be sent to the sales using the standard form on the P drive.
34. Invoices must follow sequentially.
35. A copy of the email and the invoice must be filed.
36. Receipts should be issued for all cash payments made in the publications receipt book following the number sequence. The FM is responsible for reconciling cash and receipts.
37. Once payment has been received the publication should be sent or delivered, date of posting or delivery must be recorded in the report.
38. Any stock going out should be recorded in the stock control spreadsheet.
39. No publications are to be sent until payment has been received.
40. GL shall mount a campaign to promote E sales making use of the new online and credit card facility. GL shall also promote the sale of E books to reduce postage and production costs.
41. The Communications officer shall generate monthly sales reports detailing the invoice numbers, name of publications sold, quantity sold and the total month. The sales report shall be cross-referenced to the Finance Manager's accounting system report.

### **Satellite and field offices**

42. SO and FO are expected to keep at least ten of each of GL's current publications and to display these prominently on shelves in their offices.
43. Any new publications shall be despatched to SO/FO within one month.
44. The Communications officer shall draw up a checklist of commercial book shops and institutions to be targeted by FO/SO.
45. FO/SO shall submit a monthly stock sheet to the governance manager reflecting publications distributed and publications sold. The latter shall be submitted to the DP for the programme stock sheet and to the Communications officer for the sales sheet.

### **Reporting**

46. All orders received in a month must be recorded in the monthly report.
47. All payments received per month must be recorded in the monthly report.

48. Any outstanding payments should be carried forward each month and indicated on the monthly report.

## **Library Policy**

49. The GMDC materials include:
- Print: books, documents, journals, magazines, newspapers and pamphlets.
  - Audiovisual Media: videos on DVD and tape.
  - Electronic Media: databases and electronic books.
  - Other: multimedia kits and selected audiovisual equipment.
  - When materials have been ordered, the purchaser should keep a record of what was ordered, the date it was ordered and the price. When materials are received they must be checked against the original order.
50. The general criteria for selecting library materials are listed below:
- relevant subject matter
  - public demand, interest or need
  - contemporary significance, popular interest or permanent value
  - prominence, authority and/or competence of author, creator or publisher
  - timeliness of material
  - relation to existing collections
  - statement of challenging, original, or alternative point of view
  - authenticity of historical, regional or social setting
  - accessibility for multiple users of electronic formats
51. To ensure the acquisition of resources is appropriate and relevant to users may fill in a Recommendation for Purchase form. GL staff will be asked for their submissions for acquisitions on a quarterly basis.
52. Responsibility for book selection and lies with the Communications department to be approved by the DP.
53. Classification of materials is done according to the Dewey Decimal Classification system. Materials will be classified and uploaded into the relevant GMDC database.
54. The library will be open to the general public on Tuesday, Wednesday and Thursday from 09h00 to 14h00hrs. The library is a reference facility therefore all material will be used on site.
55. In order to protect all library users' right of access to library facilities, to ensure the safety of patrons and GL staff, and to protect library resources and facilities from damage, reasonable restrictions and appropriate safeguards to library access are outlined below:
- Eating, drinking, smoking, or being under the influence of alcohol or drugs is strictly prohibited.
  - No animals are allowed into the library.
  - Mutilating and/ or stealing library materials or other library property is strictly prohibited.
  - Disruptive conduct will not be tolerated
  - Those caught doing any of the above shall be permanently banned from the library.

56. GL staff are allowed to take out five books at any given time.
57. Books should be returned to the library within two weeks. If an extension is required, the Communications department should be notified in good time, at the latest on the day the books are due to be returned.

