

National Assembly Secretariat

Directorate General of Research

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Research Request Pro forma (RRP)

Name of Legislator:

Telephone:

Mobile:

Email Address:

Topic:
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.....
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Nature of Request	Tentative time frame for Completion
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Background Paper Fifteen Days

Position Paper Fifteen Days

Country Paper Fifteen Days

Policy Briefs Fifteen Days

Info Paper Four Days

Factsheet Seven Days

Date of Request----- Requestor's Signature-----

Deadline-----

For official use only

Received Date: / / Assigned to:----- Deadline-----

Completed Task submitted on: / / by:----- Signature of RO:-----

Sent to SRO: Date: / / Director:-----

Remarks (if any) -----

Director General: