

GUIDENCE TO THE RESEARCHER(S) REGARDING THE ANALYSIS OF
SUPPLIED PRESS CLIPPINGS

1. Attached is a list of parties/organisations which on the face of it appear to be political in nature.
2. The objectives of this exercise are to:
 - 2.1 develop a set of guidelines which will enable CODESA to process these and other applications;
 - 2.2 to decide which of the applicants qualify for admission as full participants in CODESA.
3. Enclosed are extracts of press reports for the period 1 January 1991 to 31 January 1992. These extracts are accompanied by a list of national and regional newspapers from which they are derived.
4. At the first level of analysis of these newspaper extracts, the following is required:
 - 4.1 Ensure that the extracts are maintained in a file/files which retains the page numbering of Stock Press as supplied to you.
 - 4.2 Searching all the extracts in order to clearly highlight specific reports in which any of the applicant parties appear. Where such reports do appear, to indicate the publication and the date.
 - 4.3 In a spreadsheet format, to record the following information:
 - 4.3.1 Information should be recorded in columns and in date order. Each item of information should indicate the name of publication and title of the report in which reference is made to the applicant party.
 - 4.3.2 Indicate whether the item falls in the category of press report, letter to the editor or editorial comment. If it is a press report, indicate what type of activity or campaign of the organisation concerned is mentioned; which officials of the organisation are named; what information does the report contain with regard to the character of the organisation (eg: whether it is a political organisation or a pressure group; whether it has any membership restriction; whether it is a national organisation or regionally based). Mention any indication of the size of membership and whether this is an estimate by the newspaper reporter, a claim by an official of the organisation or an estimate of support.

- 4.3.3 Give any suggestion concerning the state of the organisation of the applicant and also its financial status.
- 4.3.4 Itemise any reports dealing with the internal status of that organisation (ie. has it held a National Conference or Congress; is its leadership self-appointed or elected; and by what mechanism(s) does any election take place.
- 4.3.5 State any cross-over of officials/members of the applicant to and from any other political organisation.
- 4.4 Each row of information should end up with a column showing where the full text of the source can be found in the file of Stock Press clippings that we are supplying.
- 4.5 There should be a separate spreadsheet for each organisation which follows the same format and column structure as outlined above.

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