



## Promoting inclusive parliaments: The representation of minorities and indigenous peoples in parliament



### Guidelines for completing the questionnaire

January 2009

The first phase of the project 'Promoting Inclusive Parliaments: The representation of minorities and indigenous peoples in parliament' involves collecting data on different aspects of inclusiveness in parliament. Please find below guidelines for completing the questionnaire:

1. The questionnaire has three parts:
  - Part A should be completed by the parliamentary authorities.
  - Part B by each parliamentary group
  - Part C by individual parliamentarians. The target is to obtain responses from 10% of parliamentarians in each chamber.
2. Data from Parts A and B will be entered into a publicly available online database. Data from Part C, on individual parliamentarians, will not be made publicly available. It will be aggregated and analyzed in a separate report.
3. We invite parliaments to complete Part A and to forward Part B to parliamentary groups and Part C to individual parliamentarians.
4. In bicameral parliaments, separate questionnaires should be completed for each chamber.
5. The questionnaires can be downloaded from <http://www.ipu.org/minorities-e>. Our preferred option is for respondents to complete the electronic version of the questionnaire. If this is not possible, the questionnaire can be completed in hard copy.
6. The questionnaires are available in English, French and Spanish. Upon request, IPU will pay for the translation and formatting of Part C in additional languages.
7. Completed questionnaires should be returned to IPU by **30 April 2009**.
8. For further details, please consult the IPU web site at <http://www.ipu.org/minorities-e> or contact Andy Richardson (e-mail: [ar@mail.ipu.org](mailto:ar@mail.ipu.org); telephone: +41 22 919 4135) or Diane Sheinberg (e-mail: [diane.sheinberg@undp.org](mailto:diane.sheinberg@undp.org); telephone: +1.212.906.5075)