DemRes

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28 February 2020

Student Name, MSc Candidate
Department of Government
London School of Economics and
Political Science

RE: Creation of the DemRes Policy Evaluation Unit – your new role

Dear Student Name,

At DemRes, we are very pleased to confirm the creation of our new Policy Evaluation Unit (PEU). We have high hopes that this unit will produce world-leading policy evaluation research and expand our client base to government organisations commissioning research for evidence-based policy.

We would like to thank you for your participation in the consultations leading to the creation of PEU, and would like to confirm your new position as a **member of the Randomized-Controlled Trial research stream**. This research stream will operate alongside the Cost-Benefit Analysis stream and the Behavioural Insights stream. The Policy Evaluation Unit also has its own leadership team, with whom you will closely collaborate.

As you may know, the PEU will hold weekly meetings where it will discuss how to allocate new tendering opportunities to PEU's research streams. The first meeting will take place on **Tuesday 10 March at 10 am in CBG1.05**.

In preparation to the meeting, please refer to your research stream's Meeting Agenda as well as the Meeting Information Pack, available on our Moodle-Intranet. To hit the ground running, we expect each of the teams to come well-prepared for the tasks at hand. Concretely, this means:

- ✓ Read your group's **Meeting Agenda** as well as **all** the material contained in the **Meeting Information Pack**
- ✓ Ensure you understand the schedule and tasks of the meeting.
- ✓ **Introduce** yourself and your researcher profile (see overleaf for details) to your team members on the RCT group discussion forum (Moodle Week 8)
- ✓ prepare **ideas** on how to develop a research project to respond to the Invitation to Tender contained in the Information Pack, using your stream's research specialism
- ✓ In your teams, **allocate roles** (refer to Information Pack Item 1) and clarify the functions of each role
- ✓ On the day, please be on time. We start at 10:05 sharp.

Any questions do not hesitate to contact us. We wish you all the best in your new position.

Sincerely,

DemRes

<u>Instructions for completing your researcher profile for DemRes intranet:</u>

The DemRes researcher profile allows for quick identification of members' research interests and particular motivations in participating in the creation of social research.

Please provide your team members on your group discussion forum with the following information about yourself:

1. Your name

2. Your research interests (keywords)

3. Your favourite piece of scholarship on research-policy linkages

4. Your top motivation for working for an organisation producing evidence for policy

5. Anything else you would like your team to know about yourself

Please post your answers to these onto your team virtual discussion room **by Thursday 5 March, 3pm**.