



Contents

► Overview	5
1. Interpret Information and Conduct Research	
1.1 Establish Timelines to Meet Research Deadlines	8
1.2 Identify and Source Relevant Accurate Information	14
1.3 Review Research Sources to Ensure Currency.....	19
1.4 Prepare Research Findings in a Clear and Accurate Format	26
2. Analyse and Review Research Activities and Findings	
2.1 Carry Out Research Activities in Accordance With Organisational Policy	36
2.2 Review Research Activities to Ensure Accuracy.....	42
2.3 Review Statutory Disclosures to Maintain Compliance	50
2.4 Seek Regular Feedback to Monitor Research Activities	55
3. Document Research and Distribute to Relevant Parties	
3.1 Ensure Research Activities Are in Accordance with Organisational Policy	62
3.2 Distribute Research to All Relevant Parties.....	71
3.3 Confirm Receipt of Research Information for Organisational Compliance.....	74