

Shadowing Training Manual

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1. Background on Research Project

The primary goal of this project is to develop an understanding of “the daily life” of state politicians (Members of the Legislative Assembly, or MLAs) in India. In particular, we are interested in the activities of politicians when they are in their constituency, rather than at the legislature in the capital. We want to understand how politicians spend their time in the constituency, what are their normal activities, and what they try to accomplish and how. We have a specific interest in the ways in which politicians engage with individual constituents, either at their home or in the community. At the same time, we want to understand how these individual interactions fit in with the broader set of engagements with other public and private individuals and groups, as well as the range of different events in which a politician takes part while in his/her electoral district.

There are a number of themes that are relevant to the project and that should be kept in mind by the field team. These are not the only things that we care about, but they should give you a sense of the main things that are of interest to us about politicians:

- Interactions with citizens—how and when does the politician interact with individual citizens? What are the “rules” of these engagements? In other words, can individuals approach politicians at any time, or are there set programs and procedures for when individuals can meet the politician? If there are procedures, do these procedures differ across different types of people? In what ways? How does the politician explain the reason or need for these interactions?
- Interactions with other politicians—with whom in the politician’s political party does he/she regularly engage? What about other parties? What are the formats of these interactions (letter, phone, in person)? What is the typical content of these interactions? Does the politician have regular interactions with elected politicians at other levels, e.g. Members of Parliament, Zilla panchayat politicians, Block Samiti politicians, Gram Panchayat politicians? If so, what is the content of these interactions and how does it differ across these different relationships?
- Interactions with bureaucrats—with which bureaucrats does the politician interact, e.g. department officers, district collector, block officers? What are the formats of these interactions (letter, phone, in person)? What is the typical content of these interactions and how does it differ across different types of bureaucrats?
- Interactions with others—does the politician spend a significant amount of time interacting with other types of actors (e.g. representatives of NGOs or the private sector)? If so, who are these individuals and what is the content of their discussions?
- Efforts to allocate resources—is the politician making active use of his/her MLA local area development fund? If yes, what does this look like in the field? Is he/she asking for input on what projects to initiate or satisfaction with previous projects? Is he/she visiting project sites to

evaluate progress? Is he/she meeting with contractors or other individuals about past or potential projects?

- Discussion of policymaking—To what extent does the politician talk about the activities of the legislature while he/she is in the constituency? With what types of individuals does he/she have these discussions?
- Other activities—on what other activities, if any, does the politician spend significant amounts of time?
- Role as a Politician—How does the politician perceive his/her role as an elected official? What are the activities that seem of most importance to him/her and why? Does there seem to be any conflict between what the politician sees as important and what he/she thinks others believe to be important?
- Challenges—What does the politician see as the biggest challenges to his/her role in the constituency? Why does he/she think these challenges exist? What does she/she do to try to overcome these obstacles?

2. Shadowing Overview

“Shadowing” refers to the practice of observing an individual in the context of his/her everyday life. In this project, this means observing a politician as they spend time in their constituency. The role of the Senior Investigator (SI) will be to accompany their assigned politician throughout all of their activities on days in the constituency. For example, if the politician has visiting hours at his house to meet with citizens and other guests, the SI will sit and observe these meetings. If the politician attends a political rally, the SI will attend and observe this rally. If the politician goes to a wedding or other social event of a constituent, the SI will also attend. In general, whatever the politician does, the SI will accompany him/her and observe.

The SI will also take detailed notes on his/her observations, as discussed below in section 5.

3. Basic Logistics

The SIs should take with them into the field a minimum of the following items:

- Multiple hardback notebooks in which to keep their notes
- A large number of pens (15-20), so that they never need to look for a writing instrument
- Clothes and toiletries for the duration of the expected time with the politician
- A mobile phone to remain in contact with the Project Manager
- A camera to document their shadowing (this can be the same device as the phone in the case of a camera phone, but it should have reasonably good resolution to allow for printable photographs)

4. Prior to Beginning Shadowing

Once the politician has agreed to the shadowing engagement and a specific SI has been assigned to that politician, but before the actual shadowing begins, the SI should learn as much as possible about

the specific individual. This can be from public data as well as media reports such as newspaper articles. Relevant information includes, but is not limited to:

- Names of family members and close associates
- Political party
- Number of times he/she has been an MLA
- Other political positions the person has held
- Occupation other than politician
- Any major issues or projects the person has been engaged in

Background information should be documented and included as a part of the SI's field notes.

5. Note-taking

Written notes are the primary form of documentation for shadowing. It is fundamental to the success of the project that SIs take detailed and comprehensive notes while they are in the field. Thus, it is important to make observations on any and every thing that the SI sees and experiences while shadowing. This includes, at a minimum:

- What are the settings where you are observing during the day (e.g. politician's house, public market, village, constituent home)? Make note of the location and any relevant details (e.g. the name of the village, the name of a house's owner).
- What is the content of an interaction? What are people talking about? Does the conversation stay on that topic, or does the topic change? If someone is making a request of the politician, who are they, what are they asking for, and for whom? What is the politician's response to these discussions/requests?
- What is the mood in a given interaction? Are people friendly, confrontational, respectful, etc.?
- What is your own impression of an interaction? How does it make you feel?
- What are your initial impressions of the politician and his/her associates? Do these impressions change during the shadowing period? If so, how and why?

5.1. Daily Timed Notes

Over the course of each day, the SI should make a note about what the politician is doing at a minimum of every 15 minutes. In other words, the specific time of events should be noted and if an event continues for at least 15 minutes, the continuation of that event should be noted. This is the basic structure for note-taking throughout the day. Within the SI's notebook, he/she should use a three-column structure for note-taking, along the lines shown in Figure 1. This is a hypothetical example of shadowing a politician with the initials HR (an example from a real research project on a different topic is provided on the last page of this document).

- The first column, Time, is simply for noting each time interval (15-minutes or shorter).
- The second column, Activities, is for noting the specific activities that take place, the actors involved, the location, and any other details. The examples shown here are the minimum amount of detail I expect, and the SI can provide much more detailed information, as discussed above, within the timed notes, as appropriate.

- The third column, **Comments/Questions**, is for any observations or questions that the SI has about the current activities. This can be particularly helpful when he/she has a question, but the politician is unable to provide commentary at that moment. The SI can go back to these notes later in the day/week as a basis for questions to the politician during a quieter moment.

Figure 1 – Example Daily Notes Format

Date: 20/11/15

Time	Activities	Comments/Questions
9:00	HR visited Hanuman temple in Vijayanagar village, accompanied by wife and Ram Yadav. About 20 villagers there watching	Why was this particular temple chosen for a visit? Wife seemed happy to be there, RY less so.
9:10	Continued visit at temple, met with priest [name]. Priest seemed agitated about something, but conversation was inaudible.	What did HR discuss with priest?
9:25	Concluded visit at temple, took car back to house	
9:40	Traveling to house with wife and Ram Yadav	
9:55	HR arrived at house and greeted individuals waiting there	
10:05	Opened house for visitors, accompanied by Rajendra Prasad and Dharam Yadav, who are party workers of the SP; approximately 150 people already in line outside the house	What happens to people who do not make it to the front of the line?
.....		

5.2. Relationship Notes

The SI should also keep a running list of people who interact with the politician and are referenced in the timed notes. This should take the form of a two-column list in a different part of the notebook, along the lines of the example in Figure 2

Figure 2 – Example Relationship Notes Format

Individual	Role
Shri Devi	HR's wife, director of children's education NGO [name] based in Lucknow
Ram Yadav	HR's closest associate, manages HR's daily schedule and activities. Also acts as "social worker" in home village [name]
Rajendra Prasad	SP worker, typically assists HR with visitors during home visiting hours (see notes for visiting hours 20/11/15 –

	23/11/15)
Sita Devi	Sarpanch of Vijayanagar, SP loyalist (see 20/11/15 notes)
Dharam Yadav	SP party worker (see notes for visiting hours 20/11/15), also has major land holdings in the constituency

5.3. “Debrief”/End-of-Day notes

In addition to taking notes during the day, the SI should write “debriefing” notes at the end of each day. These notes should include the SI’s general impressions about the activities of the day, any observations about the kind of work the politician is doing and why they might be doing it, observations about the behavior of other individuals around the politician, etc.

There is no specific format for the End-of-Day notes, but the SI should dedicate a separate section in a notebook for these notes. Where a specific event is discussed, the SI should also include the time and date of that activity, so that it can be cross-referenced with the information in the Daily Notes.

5.4. “Other” notes

Outside these formats, the SI can take advantage of any “down times” in activity to write up more detailed notes of the events of the day. This can include specific accounts of events and also stories about things that have happened. There is no specific format for these notes, they can be added to the columns in the Daily Notes or written up elsewhere. If these notes are not in the column format noted above, they should be put in a separate dedicated section in a notebook. These notes should also include clear references to the time and date of the activity(ies) discussed, so that they can be cross-referenced with the information in the columns.

5.5. Drawings

In addition to written notes, the SI is encouraged to draw pictures or diagrams of the spaces where the politician is working. For example, what is the layout of the politician’s house/office where he/she greets guests? Where do the politician’s companions stand at public events? What parts of villages does the politician visit?

6. Photographs

In addition to the diagrams noted above, the SI should take regular photographs of activities and events throughout the shadowing period. This should include, but is not limited to:

- The politician’s home/office where they receive visitors, during the time when they are receiving these individuals
- The line of visitors outside the politician’s home/office when they are receiving visitors
- Public events that the politician attends
- The politician in interaction with people during visits in the constituency
- Public works sites and/or MLALADS projects that the politician visits while in the constituency

When preparing these photos for delivery to Prof. Bussell, the titles of the photos should be coded and linked to specific events documented in the SI's written notes.

7. "Other" Documentation

It is possible that the SI will have opportunities to collect other materials during the course of shadowing, such as pamphlets, local media with reference to the politician, etc. Please retain these materials along with documentation of the circumstances under which they were acquired (day/time/location/event/from whom).

8. Asking Questions

While there is no questionnaire or set of specific questions to cover during the shadowing period, the SI should take the opportunity to ask questions of the politician while they are together. This does not mean constantly asking questions, because we do not want to overly distract the politician from his/her work in the constituency. But it does mean taking the time to ask questions to clarify anything that the SI observes, to gain additional understanding of the reasons why a politician is doing certain things, to gain insights into project themes, and to allow the politician to reflect on his/her own experience in the constituency.

8.1. Clarifying Questions

There are many reasons why an SI may need to ask questions to clarify what has happened and/or the importance of something that has happened. It is very important that the SI assume he/she **does not** understand what is happening while observing. For example, if there is a conversation that occurs and the SI cannot hear all of it, then he/she should not guess about the content. Instead, the SI should make a note about the conversation in the field notebook and then ask the politician about it later. Similarly, if something happens and it is not clear what the relevance of the event is to the politician, then the SI should make a note of it and ask the politician to comment on it later.

8.2. Motivation Questions

The SI can also ask questions to gain information on why a politician does something in particular. For example, if the politician has to choose between attending two different events at the same time, the SI can inquire as to why one was chosen over the other. Or, if the politician is visiting a particular development project, the SI can ask why this project is of particular interest. Similarly, if two different citizens ask for help with getting access to a welfare benefit and the politician helps one and not the other, or helps them in different ways, then the SI can ask about the logic for these decisions.

8.3. Questions about Project Themes

The SI should also ask questions of the politician to attempt to gain insight into the themes of the project discussed above. For example:

- How does the MLA select projects and locations for the MLA Local Area Development Scheme?
- How does the MLA make decisions about providing assistance to individual citizens? Is there a sense that the politician helps certain individuals more readily than others? If so, the SI can ask about the reasons for this. Does the politician seem more willing to help individuals with certain kinds of requests over others? Again, if this is the case then the SI can ask about it.
- How often, and when, does the politician accept visitors at his home or office? The SI can ask about why this is done in a particular way.
- What ideas and opinions does the politician talk about with reference to his work, such as his thoughts about his role as an elected representation, the state of his community, the constituency, the state, the country? The SI can ask the politician to expand on any of these themes and topics.

8.4. Encouraging Reflection

It will also be helpful to encourage the politician to reflect on or provide commentary on what they are doing and why they are doing it. Reflection can take place at any calm point in the day, particularly in the evening. If there is a break in activity, ask the politician to discuss more general issues related to his/her experience in this role. For example, ask the politician to comment on their activities from the day, how representative this is of a typical day, any issues that came up that seem particularly important or need further attention, etc. This is a chance to cover remaining questions in the SI's notes, but it is also the politician's opportunity to frame the day for the SI and can offer important perspectives on what a politician does and why he/she does it.

9. Making Observations

In addition to the specific topics and questions covered to this point, the SI should make general observations about the politician's environment and the kinds of individuals with whom he interacts. This will include, but is not limited to:

- When the politician meets with visitors, how many people generally come to make requests? To answer this question, the SI should both make a rough count of people at the politician's home/office as well as take photographs of the people waiting.
- Who are the people who make requests of the politician?
 - o Are there individual citizens? If so, do these individuals tend to come by themselves or with a group?
 - o Are there other individuals who come on behalf of a different individual or group? If so, who are these people (are they informal helpers, lawyers, or officials at a different level of government?)
 - o What other kinds of people, e.g. bureaucrats, party workers, other politicians, NGO representatives, representatives of other organizations? Provide an approximate breakdown of visitors across the categories of people (e.g. 50% individual on their own,

15% individuals in groups, 10% private individuals on behalf of others, 5% business people, 3% bureaucrats, 3% party workers, 4% other politicians).

- When the politician goes to an event in the constituency, what kinds of people or groups are sponsoring these events (e.g. neighborhood associations, the party, caste associations, etc.)?
- In what kind of constituency is this politician working? Is it largely rural, semi-urban, urban? How does the politician negotiate the geographic characteristics of the constituency and how does this/might this affect his work? For example, can the politician visit many small groups in one day because he represents a constituency with a dense population? Or must he arrange a few large meetings spread out over the course of the day in order to meet many constituents in a more sparsely populated area? How do these choices affect the way the politician thinks about how to represent his district?

10. Techniques for minimizing/accounting for the “observer” effect

It is inevitable that the politicians being shadowed will at least initially note the presence of the SI and possibly alter their behavior as a result. It’s likely that this will lessen over the shadowing period, but it is important to try to reduce this effect as much as possible and also be aware of when it seems to be conscious on the mind of the politician. These are some strategies for accounting for the politician’s awareness of the SI as an observer:

- Ask the politician about whether the day so far has been “normal” or representative of a typical day in the constituency
- Make note of any time that the politician comments on the SI as an observer, e.g. “what are you writing down?”
- When the politician is interacting with others, who will be more conscious of the SI as an observer, the SI should make every effort to be discrete and not intrude on the discussion.

In general, there is no reason to keep daily notes private from the politician, particularly if sharing them would increase trust. If there is something that the SI wants to write down that he/she thinks should remain private from the politician, he/she should try to write this in a separate notebook maintained for end-of-day observations, rather than the notebooks that will be out and visible to the politician during the day.

11. Unexpected Events/Problems

Shadowing is, by its nature, unpredictable and intensive. It is hard to know exactly what the situations are that the SI will experience and, as a result, it is impossible to prepare fully for the experience. The SIs should feel comfortable bringing up any issue, concern, problem, or question with the Project Manager. The Project Manager should similarly feel comfortable raising these questions/issues with Professor Bussell during the course of the shadowing engagement. We will make every effort to respond quickly and thoroughly to any issues that are raised. While this is a new and exciting research opportunity, we also want to be sure that the SIs are safe and reasonably comfortable during their shadowing engagement and will make every effort to ensure this is the case.

Example 1 – Three column note-taking format

10 ³⁰	<p>phone rips. Still answers + interactions to Mⁿ 1b ~ lady from energy solutions arena. He answers + says you know what were not probably not interested this year. She wanted to know if he wanted season-tix.</p> <p>M scrolls through email still. we talk about meet-ups in TX</p> <p>S comes in for bank statement + asks for 4 cks.</p> <p>M says he needs to look @ time sheets first + she says he doesn't get time sheets [joking + not?]. He says well then u don't get checks. She says ok + brings them back in saying B didn't do one. M looks them over - are 2 pg. long each. puts aside + back to email - finds email on European trip + we talk about the conf. in Europe + back to vacis M.</p> <p>friend sent photo of U2 stage for news tomorrow. Stay at U2 @ + jump holiday conf sign, then also when U2 came here + radio station put a 2 after u on mtn.</p>	<p>how much of shadowing involves merely seeing diff personalities?</p> <p>How do I format out identity analysis?</p> <p>Q4M: How often or at what times does home + work collide? Does it bother him? Get him off his game? make sense for him? how would you define home/ non-work?</p>
10 ⁴⁵	<p>M goes 2 men's room. Does this every hour/ half hour + tells me its a mtg I'm not invited to. But before a after he uses his time to wander through + say hi a check in w/ cmps. I hear her talking to Janice about casual stuff this time.</p>	<p>(25)</p>

From: Rebecca Gill, Joshua Barbour, Marleah Dean, (2014) "Shadowing in/as work: ten recommendations for shadowing fieldwork practice", Qualitative Research in Organizations and Management: An International Journal, Vol. 9 Iss: 1, pp.69 - 89

Shadowing Indian Politicians
Study Design and Pre-Analysis Plan
(Example)

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Introduction

This study design is intended to guide the implementation and analysis of a shadowing study focused on state- and village-level politicians in India. The primary goal of this project is to develop an understanding of “the daily life” of state politicians (Members of the Legislative Assembly, or MLAs) in India. In particular, we are interested in the activities of politicians when they are in their constituency, rather than at the legislature in the capital. We want to understand how politicians spend their time in the constituency, what are their normal activities, and what they try to accomplish and how. We have a specific interest in the ways in which politicians engage with individual constituents, either at their home or in the community. At the same time, we want to understand how these individual interactions fit in with the broader set of engagements with other public and private individuals and groups, as well as the range of different events in which a politician takes part while in his/her electoral district.

A secondary goal of the study is to evaluate the same characteristics of local level politicians (*pradhans*, or village council presidents). We are interested in understanding the activities of these individuals in the same contexts as state politicians, and are particularly focused on the ways in which these individuals may interact in the course of their daily lives and official duties.

Research Questions

There are a large number of questions that I hope to address in this study. These fall into the following buckets, and are targeted primarily at the activities of state legislators, though most are also relevant to local politicians.

1. Interactions with citizens

- How and when does the politician interact with individual citizens? What are the “rules” of these engagements? In other words, can individuals approach politicians at any time, or are there set programs and procedures for when individuals can meet the politician? If there are procedures, do these procedures differ across different types of people? In what ways?
- How does the politician explain the reason or need for these interactions?

2. Interactions with other politicians

- With whom in the politician’s political party does he/she regularly engage?
- What about other parties?
- What are the formats of these interactions (letter, phone, in person)?
- What is the typical content of these interactions?
- Does the politician have regular interactions with elected politicians at other levels, e.g. Members of Parliament, Zilla panchayat politicians, Block Samiti politicians, Gram Panchayat politicians?
- If so, what is the content of these interactions and how does it differ across these different relationships?

3. Interactions with bureaucrats

- With which bureaucrats does the politician interact, e.g. department officers, district collector, block officers?
- What are the formats of these interactions (letter, phone, in person)?

- What is the typical content of these interactions and how does it differ across different types of bureaucrats?

4. Interactions with others

- Does the politician spend a significant amount of time interacting with other types of actors (e.g. representatives of NGOs or the private sector)?
- If so, who are these individuals and what is the content of their discussions?

5. Efforts to allocate resources

- Is the politician making active use of his/her MLA local area development fund?
- If yes, what does this look like in the field?
- Is he/she asking for input on what projects to initiate or satisfaction with previous projects?
- Is he/she visiting project sites to evaluate progress?
- Is he/she meeting with contractors or other individuals about past or potential projects?

6. Discussion of policymaking

- To what extent does the politician talk about the activities of the legislature while he/she is in the constituency?
- With what types of individuals does he/she have these discussions?

7. Other activities

- On what other activities, if any, does the politician spend significant amounts of time?

8. Role as a Politician

- How does the politician perceive his/her role as an elected official?
- What are the activities that seem of most importance to him/her and why?
- Does there seem to be any conflict between what the politician sees as important and what he/she thinks others believe to be important?

9. Challenges

- What does the politician see as the biggest challenges to his/her role in the constituency?
- Why does he/she think these challenges exist?
- What does she/she do to try to overcome these obstacles?

Subject Pool and Sampling

There are two primary sets of subjects within this study, state legislators and village council presidents. For the purposes of the study, I will focus my analyses in one state, Uttar Pradesh (India's largest state by population). Thus, all of the state legislators and village council presidents currently holding office in Uttar Pradesh make up the subject pool. This is a sample pool of 404 state legislators and 52,000 village council presidents.

Sampling

I will use a stratified random sample procedure to select state legislators for inclusion in the study. My goal sample size is 15 legislators from the overall population and two village council presidents from each of the selected legislative constituencies, for a total of 40 village council presidents.

I will stratify on the basis of party affiliation. There are three political parties that currently each hold a substantial (more than 15) number of seats in the Uttar Pradesh state legislature: the Bharatiya Janata Party (BJP), the Samajwadi Party (SP), and the Bahujan Samaj Party (BSP). In addition, there are two parties that hold more than five seats: the Apna Dal (Sonelal) (AD(S)), and the Indian National Congress (INC). I will aim to include four subjects from each of the three largest parties and one subject from each of the smaller parties. I will also sample one individual from the remaining eight legislators affiliated with smaller parties or who ran as independents.

Within the lists of legislators from each party, I will use a random number generator to rank each politician. I will then approach the politicians in the order denoted by the rank to request that they participate in the study. I will continue down the list of ranked legislators until I secure the proposed number of subjects from each party/party group.

Once the state legislators have been identified, I will identify the list of village councils that sit within their constituencies. I will then use a random number generator to rank these councils and will go through a similar process of contacting potential subjects according to their ranking. I will continue down the list of ranked councils until I secure two president respondents from each constituency.

Implementation Strategy

The shadowing described here will be conducted by an India-based enumerator team. I will train the team according to the guidelines outlined in the associated Training Guide, which includes details on all rules for observations and elements of the data collection

process.

Additional Data Collection

For all of the shadowed state legislators, I will also collect additional, individual-level administrative data. This will include all of the material available from the Election Commission of India regarding electoral performance as well as data provided in legally-mandated affidavits.

Data Analysis Plan

This section concerns both the coding plan for the shadowing field notes and the plan for data analysis.

Coding Scheme

Once the shadowing studies are completed, I will develop a coding plan using an open coding strategy informed by the research questions described above. After completing the coding scheme, I will code all of the field materials on a line-by-line basis. While the full coding scheme is dependent on the material collected in shadowing itself, it will include, at a minimum, codes that allow for the analyses described in the next subsection. I provide a preliminary coding scheme in the Appendix.

Proposed Analyses

This study will include both quantitative and qualitative analyses of the material(s) collected during the shadowing engagements.

Quantitative Analyses

I will conduct the following analyses, on the basis of the preliminary coding scheme in the Appendix.

1. Descriptive Statistics

- a. Average visitors each day
- b. Proportion of visitors who are individual citizens, party workers, other politicians, bureaucrats, businesspeople, family, media
- c. Proportion of requests that are for individual benefits
- d. Proportion of requests that are for routine requests
- e. Proportion of requests that result in intermediation by the politician with the bureaucracy
- f. Proportion of time spent away from home in the constituency
- g. Proportion of time away from home in the constituency allocated to interactions with: individual citizens, party workers, other politicians, bureaucrats, businesspeople, family, media
- h. Proportion of time spent on activities not related to role as politician (breaks outside of meals, etc.)

2. Bi-variate and Multivariate Analyses

- a. For each of the descriptive statistics listed above, I will run bi-variate OLS or logistic regressions, as appropriate, relating these measures to the

demographic data on each politician collected from the Election Commission and affidavit submissions.

- b. For those independent variables that display a statistically significant relationship with the outcome variable(s), I will also run a multivariate model to further assess correlations between demographic characteristics and behavior.

3.

Qualitative Analyses

My qualitative analysis of the data produced in the shadowing field notes will progress through two stages. In the first stage, concomitant with the open coding exercise, I will read through the unprocessed field notes. Based on this reading, I will write a preliminary set of coding memos, which will discuss general impressions from the field notes.

In the second stage, I will reread the field notes and revisit the conclusions in the coding memos to produce a revised memo, or set of memos, that outline the major findings from the study. While this memo is not intended for direct publication, it will inform the claims that I make in any narrative presentation of the shadowing material and may be used as a reference for published work on the study.

Appendix - Preliminary Coding Scheme

The following categories will be columns in the coding spreadsheet:

- **ID:** This is a unique ID for the specific politician and row. For example, the third row of observations for politician D should most likely be given the unique ID D3. You will use this unique ID in the coding sheet to match the themes that you code to the specific observation in the filed notes spreadsheet.
- **Theme:** This is the major category into which the observation falls. The set of theme categories and instructions are provided below. Place the number associated with the theme in the appropriate cell, not the word.
- **Sub-theme:** This is a more specific category within the theme. Place the number associated with the sub-theme in the appropriate cell, not the word.
- **Specific:** This is where you can put any other specific information as required for a specific theme/sub-theme as discussed below
- **Type:** This is where you can put information on the types of individuals with whom the politician is interacting
- **Reference ID:** This is a place where you can reference a previous ID or IDs that is/are related to this observation
- **Individual request:** Place a 1 in this column if an individual is making a request for something that would benefit them or a friend/relative specifically (not a group)
- **Routine request:** Place a 1 in this column if an individual or group is making a request for something that should otherwise be accessible through routine bureaucratic procedures (without assistance)
- **Bureaucrat intermediation:** Place a 1 in this column if the politician interacted with (called/met) a government employee in attempting to resolve some issue.

Themes and Sub-themes

Theme	Sub-theme	Specific	Type
<p>1 – (Visitors) Use this code when one or more individuals comes to meet with the politician</p>	<p>1.1 – (Request) Use this code when visitors have come to ask the politician to help them with something</p>	Note briefly what the request is for	<p>Note the type of individuals with whom politician is interacting. Include numeric codes for each type of individual who is present:</p> <ol style="list-style-type: none"> 1) Regular citizens 2) Party workers 3) Other politicians 4) Bureaucrats 5) Business people 6) Family 7) Media
	<p>1.2 – (Invitation) Use this code when visitors have come to invite the politician to participate in an event</p>	Note briefly the type of event	
	<p>1.3 – (Discussion) Use this code when the politician is having some kind of discussion with the visitors</p>	<p>Note the subject of the discussion:</p> <ol style="list-style-type: none"> 1) Politics/elections 2) Economics 3) Government schemes 4) Religion 5) Other (please note) 	
<p>2 – (Response) Use this code when the observation discusses a politician’s response to a</p>	<p>2.1 – (Verbal) Use this code when the politician verbally assures the petitioner that an issue will be resolved.</p>	<p>Note briefly what the response is [Be sure to reference the ID of the initial observation]</p>	

request, invitation, etc.			
	2.2 – (Letter) Use this code when the politician writes a letter on behalf of the petitioner	Note briefly what the letter is about and to whom [Be sure to reference the ID of the initial observation]	
	2.3 - (Phone call) Use this code when the politician makes a phone call on behalf of the petitioner	Note briefly what the call is about and to whom [Be sure to reference the ID of the initial observation]	
	2.4 – (Documentation/Register) Use this code when a politician takes down a petitioner’s information in a register or collects other documentation		
3 – (Phone call) Use this code when the observation is about a phone call that is NOT in response to a citizen request		Note briefly what the call is about [Be sure to reference the ID of any related, previous observation]	
4 – (Staff) Use this code when the observation is about something a staff member does	4.1 – (Response) Use this code when the staff member helps respond to a visitor	Note briefly what the response is [Be sure to reference the ID of the initial observation]	
5 – (Outing) Use this code when the observation is about travel to, or participation in, an event outside the politician’s home/office	5.1 – (Travel) Use this code when the observation is describing travel	Note mode of transportation	For all outings, note the type of individuals with whom politician is interacting. Include numeric codes for each type of individual who is present: 1) Regular citizens

			<ul style="list-style-type: none"> 2) Party workers 3) Other politicians 4) Bureaucrats 5) Business people 6) Family 7) Media
	<p>5.2 – (Religion) Use this code when the outing is for a religious event/activity</p>	Note the location and activity	
	<p>5.3 – (Village) Use this code when the outing is about visiting a village in the constituency</p>	<p>Note the location in the village:</p> <ul style="list-style-type: none"> 1) Open public space 2) School 3) Health center 4) Someone’s home 5) Other (specify) 	<p>Note the activity in the village:</p> <ul style="list-style-type: none"> 1) Speech 2) Giving out materials/food 3) Group public meeting 4) Private meeting 5) Other (specify)
	<p>5.4 – (Office) Use this code when the outing is to a government office</p>	Note briefly the specific office and purpose	
	<p>5.5 – (Election) Use this code when the outing is specifically related to an election</p>		
<p>6 – (Breaks) Use this code when the politician is taking a break from official duties</p>		<p>Note the kind of activity in which the politician is engaged:</p> <ul style="list-style-type: none"> 1) Meals 2) Sleeping 3) Exercise 4) Medical appointment/activity 5) Other (specify) 	<p>For all activities, note the type of individuals, if any, with whom politician is interacting. Include numeric codes for each type of individual who is present:</p> <ul style="list-style-type: none"> 1) Regular citizens 2) Party workers 3) Other politicians

			<ul style="list-style-type: none"> 4) Bureaucrats 5) Business people 6) Family 7) Media
<p>7 – (Shadowing) Use this code when the observation is about something related to specifically to the shadower and his/her experience</p>	<p>7.1 – (Refusal) Use this code when the politician does not invite/let the shadower attend/participate in some activity</p>	<p>Note the type of activity:</p> <ul style="list-style-type: none"> 1) Election related 2) Official government meeting 3) Other meeting 4) Meal 5) Other (specify) 	<p>For all activities, note the type of individuals, if any, with whom politician is interacting. Include numeric codes for each type of individual who is present:</p> <ul style="list-style-type: none"> 1) Regular citizens 2) Party workers 3) Other politicians 4) Bureaucrats 5) Business people 6) Family 7) Media