

Views from the Frontline Handbook – Annex 2 (B.6 for NCO)

Second contact letter sent with another copy of the survey, about 1 week after the first survey is sent. In between the NCO should have made a couple of contacts by phone or email.

[INSERT IDENTIFICATION NUMBER]

DATE _____
PLACE _____

Dear [name of potential respondent]

About one week ago we sent you an invitation to participate in a survey concerning disaster risk at the local level, as part of a global project called *Views from the Frontline*. We have not yet received your completed questionnaire and are writing to see if you have sent it to us or if you require further information before completing the survey.

The information received so far from key stakeholders within local government and civil society includes a wide variety of assessments, pointing out critical weaknesses and highlighting some interesting good practices. We think the results from [country name] will feature quite prominently in the global report.

We are writing to you again because we feel your participation in this study is critical. Your response to the questionnaire will help us to get accurate results. To our knowledge, this is the first systematic survey of local stakeholders' opinions about disaster risk reduction. Accurate, detailed information from people like you will help build a better understanding of what is actually happening on the ground, in addition to the official declarations made at the international level.

There is an identification number on the survey so we can check your name off the mailing list when it is returned. The list of names is then destroyed so that individual names can never be connected to the results in any way. Protecting the confidentiality of your response is very important to us.

Some people have contacted us and told us they don't feel they know enough about the subject. If you feel this way, simply write me a short note, email or call me.

We hope that you will fill out our questionnaire so that we can then invite you to participate in the consultations and workshop that we will organise in [country name], where a number of key stakeholders from government, civil society and the media will debate the results of our research.

We look forward to adding your voice to the others in [country name] who have already responded.

Sincerely,

[name of local coordinator]

[Insert here all contact details of local coordinator]

17 October 2008