

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 23 JULY 1969  
Div 6 Hats

PUBLIC RESEARCH AND REPORTS  
SURVEYS: BRIEFING AND DEBRIEFING.

A Survey Unit consists of a group of two or more people engaged on an Ethnic Survey.

Before carrying out a survey the Unit must be Briefed.

**BRIEF:** to give essential information to (Websters Seventh New Collegiate Dictionary)

Briefing is simple and consists of the following actions carried out by the Survey and Planning unit.

1. No verbal data given. All information is to be written. If it isn't written it isn't true. If something is found to be missing it is up to the person doing the briefing to add it to the information but it must be in writing and approved.
2. Gives the Survey Unit all the information and orders to study.
3. Has the Survey Unit do a Clay demo of all the orders and any information as necessary to ensure a proper understanding.
4. Checks the Unit out on the data and orders directly from the written material.
5. When satisfied that the Unit can carry out a successful Survey allows them to proceed on the Survey.

A Survey Unit is successful to the degree it:

1. Understands completely the purpose and intention of the Survey.
2. Takes no action until each member fully understands the instructions and how to carry them out.
3. Does not add or subtract from orders or duties.
4. Has full attention on successful Survey completion.
5. Does not allow anyone to deter the Unit from completing the Survey but persists until the results required are obtained.

Personnel on completion of a Survey report to the Survey Debriefing Unit before communicating to anyone else about their actions and are immediately debriefed.

In debriefing no set questions are employed.

A debrief is composed specifically of ascertaining four things:

1. The purpose of the Survey.
2. The events of the Survey.
3. The results of the Survey.
4. The recommendations of the Survey.

The debrief is tape recorded.

Full notes are taken during the debrief.

All the orders, reports and data are collected.

The complete debrief is routed to Data Receipt Unit in the Filing Section Dept 16.

The debriefing Clerk must look at the Briefing before doing any debriefing in order to know what he is dealing with and so can ask relevant questions.

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