

Tips on Writing and Meeting Your MP

Finding the MPs Contact Details

- Find out who your MP is by typing your postcode in at www.theyworkforyou.com
- Find their contact details MPs at www.parliament.uk/mps-lords-and-offices/mps/
- Browse for their local constituency website to find their email address for letters and surgery meetings for constituents. Send your letter to both email addresses.

As MPs get hundreds of letters, a useful tactic is to send the email to both the constituency and parliamentary address. And then about 10 mins after you have sent it phone the MPs number in Parliament to ask her/his secretary to draw your email to the MPs attention. Try the same for the constituency office. [During the current pandemic calls may not be answered and emails is the only way to get through]

Try to build up a good relationship with the MP's secretary and keep in regular contact.

The Letter

Make it personal and in your own words. MPs can spot template letters a mile off.

Make reference to a previous communication or some personal or friendly comment e.g. applauding your MP on some local or national action (if appropriate)]

Explain why this issue matters to you, please edit our sample letters and write to them in your own words making other points as you see fit, especially if you can draw on personal experience of Yemen or other humanitarian crises.

Meeting an MP

MPs get hundreds of letters so it's always much better to meet with them. Remember it really doesn't matter if she/he is not your own constituency MP.

Make a Virtual Appointment to see the MP

Find the MPs local contact details. You can do this by using Google to find the phone number of her/his local constituency office.

Call the MPs local office to make an appointment. Write for an appointment if calls are not answered.

Go as a Group

Organise a small group (4 or 5) of concerned people to accompany you when you meet with the MP. Try to find at least one person who is a constituent if you can. Contact a member of the *Network for Yemen Coordinating Committee* at info@networkforyemen.uk if you would like someone to join you on your call.

Prepare for the Meeting

1. Write out what you want to say to your MP. Try to put this in your own words and do draw on personal experiences or those of friends or relatives in Yemen if applicable. Keep this reasonably short.
2. Have a short handout ready to give them about the humanitarian crisis.

3. Set out exactly what you would like the MP to do. Keep this reasonably short. It is much better to ask the MP to do take some personal action, such as writing or speaking with the Middle East Minister directly, rather than simply passing on your letter. Print out a copy to hand to her/him during the meeting.

During the Meeting

1. Very briefly introduce yourself.
2. Explain your concerns as in 1. Above. It is usually best if just one person in the group (the leader) does the speaking at this stage. Give out your short handout on the humanitarian crisis. See our '*Briefing for MPs*'
3. Your MP will probably want to come back to you at this point. Don't let the MP take too long and be ready to counter any points she/he makes that you don't agree with.
4. Give the MP a copy of what you want her/him to do - your '*Asks*'. Read this out. Stress that you would like them to write/speak with the Middle East Minister personally. See our '*MP Asks*' on the website.
5. Make sure that the MP promises to get back to you with the Minister's response.
6. Good luck