



OASIS Research Writing

CAPABILITY & INSTITUTIONAL OVERVIEW

Presented for: Prospects

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OASIS Research Writing



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Legal and Institutional Foundations

OASIS Research Writing is founded upon internationally recognised principles of free inquiry, freedom of expression, academic independence, and the pursuit of knowledge. Our work is consistent with the values reflected in Article 19 of the Universal Declaration of Human Rights (1948), Article 19 of the International Covenant on Civil and Political Rights (ICCPR), Article 15 of the International Covenant on Economic, Social and Cultural Rights (ICESCR), and comparable constitutional protections of free expression and research recognised across democratic jurisdictions. We believe that the ability to seek, analyse, evaluate, and communicate information is fundamental to informed decision-making, institutional development, and public discourse.

Independent research serves as a critical safeguard against misinformation, unsupported claims, and poorly informed policy choices. Through rigorous research, analytical writing, legal analysis, and evidence-based advisory work, OASIS Research Writing contributes to the advancement of knowledge and informed engagement.

All work undertaken by OASIS is conducted within applicable legal frameworks and professional standards. We are committed to intellectual integrity, methodological transparency, confidentiality, and respect for lawful limitations imposed by the jurisdictions in which our clients operate. Our mission is not to advocate predetermined conclusions, but to provide research and analysis that assist individuals, institutions, organisations, and decision-makers in understanding complex issues through credible evidence and reasoned examination.



Concept Note

I. WHAT THIS DOCUMENT IS

This Foundational Concept Note defines what OASIS Research Writing is, why it exists, the services it provides, the standards by which it operates, and the long-term vision it seeks to realise. It is intended to ensure institutional clarity, strategic alignment, and consistency of purpose across all functions of the organisation.

II. Where We Sit

OASIS Research Writing operates as a specialised research and documentation practice within the broader OASIS institutional framework. It exists to provide organisations with rigorous research, analytical support, and professionally developed written work across legal, policy, business, governance, and institutional domains. Through its engagements, the organisation converts complex information into structured knowledge that can assist decision-making, planning, communication, and institutional development.

Beyond the delivery of client projects, OASIS Research Writing contributes to the continuous development of OASIS's research capabilities, professional standards, operational systems, and institutional expertise. Each engagement strengthens the organisation's accumulated knowledge, refines its methodologies, and expands its ability to undertake increasingly sophisticated research and analytical work. As the operational research practice of OASIS, it serves both a commercial and institutional function. It supports organisations that require dependable research and documentation while simultaneously building the intellectual foundations, professional discipline, and organisational capacity necessary for the long-term growth of the wider OASIS framework.

III. Why OASIS Research Writing Exists

Every institution that seeks to build long-term intellectual credibility requires three foundational resources: time, capability, and financial sustainability. Time is required to develop expertise. Capability is developed through sustained practice. Financial sustainability provides the stability necessary to invest in both. OASIS Research Writing exists to provide that foundation.

It operates as a professional research and documentation organisation, undertaking engagements for clients across sectors and jurisdictions...



...Through the delivery of high-quality research, analysis, and drafting services, it generates the resources required to support the long term development of OASIS while creating immediate value for the organisations it serves.

Reputation is built through consistent performance, professional conduct, reliability, and the trust earned over repeated engagements. At the same time, OASIS Research Writing serves a purpose beyond commercial activity. Every project contributes to the development of institutional expertise, the refinement of research methodologies, the strengthening of operational systems, and the accumulation of practical experience. The knowledge, capabilities, and professional standards developed through client work form an important part of the broader foundation upon which OASIS intends to build its future research capacity and long-term institutional objectives.

IV. What We Do

OASIS Research Writing provides professional research and document services to organisations worldwide. We undertake research, analytical, drafting, and documentation assignments for organisations operating across legal, commercial, policy, regulatory, and institutional environments. Our work includes the production of research reports, briefing materials, governance documents, analytical memoranda, organisational documentation, and other written outputs intended for internal decision-making, stakeholder engagement, regulatory interaction, institutional development, and public communication.

Our core service areas are:

Legal and paralegal research — case law compilation, statutory research, legal memorandums, comparative legal analysis, and document review support for law firms and legal departments.

Organisational research and white papers — in-depth research reports, white papers, literature reviews, and background briefings for organisations that need to understand a subject thoroughly or communicate a position credibly.

Business reports and market research — market entry research, business environment reports, sector analysis, competitor mapping, and due diligence research for organisations...



...making consequential business decisions.

Policy and governance documents — policy research briefs, regulatory submissions, governance frameworks, compliance documentation, and institutional founding documents for organisations at any stage of development. Beyond these core service areas, OASIS Research Writing may undertake additional research and documentation engagements where the required expertise, resources, and professional competencies are available within the organisation.

V. How We Work

Every OASIS Research Writing project follows a documented Standard Operating Procedure from the point of brief to the point of delivery. That process governs how research is conducted, how documents are reviewed internally, and how work is approved before it reaches the client. We do not submit unreviewed work. We do not miss deadlines without prior communication. We do not change a finding because a client finds it inconvenient. Client information is treated as confidential and is disclosed only where required by law, regulatory obligation, court order, or the client's prior written consent. These are not policies that can be negotiated per project. They are the conditions under which OASIS Research Writing operates.

VI. Who We Work With

OASIS Research Writing primarily serves organisations, including law firms, corporations, public institutions, non-profit organisations, research bodies, regulatory entities, and international organisations. Engagements are assessed on the basis of legitimacy, alignment with organisational standards, availability of relevant expertise, and compliance with applicable legal and professional requirements.

VII. The Standard We Hold Ourselves To

OASIS Research Writing operates under the OASIS name. That means the standards of the OASIS Doctrine — accuracy, rigour, objectivity, professionalism, confidentiality, and intellectual integrity — apply here as they will apply to OASIS Global Research. All work undertaken by OASIS Research Writing is performed in a professional capacity and is subject to the same standards of quality, review, confidentiality, and accountability that govern the organisation as a whole. Every document produced by OASIS Research...



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...writing contributes to the organisation's professional reputation and reflects the standards under which it operates.

VIII. Where This Goes

As OASIS continues to expand its research capabilities and institutional reach, OASIS Research Writing is expected to:

Establish a track record of sustained operations serving clients across multiple jurisdictions and sectors. Delivered work across legal, business, policy, and organisational domains Built a team experienced enough to anchor a serious global institution Generated the revenue that funded that institution's launch The long-term objective of OASIS Research Writing is to establish a sustainable, internationally capable research practice characterised by consistent quality, institutional reliability, and subject-matter expertise.

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Standard Operating Procedure

Purpose

This SOP sets out the standard process followed by OASIS Research Writing from the receipt of a client enquiry through project delivery and closure. The procedures described in this document apply to all engagements undertaken by the organisation, regardless of project size, client profile, or timeline requirements. This document serves two purposes. First, it establishes a consistent operational framework to support the quality, reliability, and professionalism of every project delivered by OASIS Research Writing. Second, it provides clients, partners, and stakeholders with a clear understanding of the processes, controls, and standards that govern the organisation's work.

The Project Pipeline

Stage 1 — Enquiry

A client contacts OASIS Research Writing with a project request. All enquiries are logged immediately with: date received, client name and organisation, brief description of the request, and the team member who received it. Nothing about the enquiry is disclosed outside personnel who require access for the purposes of evaluating, administering, or delivering the engagement. Response time: All enquiries receive an acknowledgment within two working days.

Stage 2 — Scoping

Before any proposal is written, the project is scoped precisely. This means understanding: what the client needs, who the final document is for, what format is required, what the timeline is, and what constraints or sensitivities exist. Scoping happens through email exchange or a direct call. It continues until the project is fully understood. A proposal written on a vague brief is a proposal that will fail.

Output: An internal Scope Note documenting the project objectives, scope boundaries, deliverables, assumptions, and any identified constraints or risks.

Stage 3 — Proposal

A written project proposal is sent to the client covering:

- Scope of work
- Methodology (how we will research and produce the document)
- Timeline (start date and delivery date)



- Deliverables (exactly what the client receives)
- Project fee

The proposal is sent within three working days of scoping completion. There is no charge for proposals. If the client requests changes to the proposal: One round of proposal revision is provided. If the scope changes materially, a revised proposal is issued.

Stage 4 — Agreement and Project Start

If the client accepts the proposal, two documents are issued for execution:

- Master Confidentiality
- Project Agreement

Where the Parties intend only to exchange confidential information, the Agreement may be executed under Option A. Where a Project is intended, the Agreement shall be executed under Option B together with the applicable Schedules.

Stage 5 — Research and Drafting

The assigned team member conducts research and produces the first draft.

All research follows the OASIS Dual Verification Standard: Significant factual claims shall, where reasonably practicable, be verified through multiple independent and reliable sources. Where primary-source documentation exists, reliance may be placed on the primary source. All sources are recorded at the point of use. Source records are maintained internally throughout the project and archived at closure.

AI tools may be used for drafting assistance, organisation of material, and language clarity. The use of such tools does not reduce OASIS's responsibility for factual accuracy, confidentiality, originality, or professional standards.

Client communication during this stage: If any issue arises scope ambiguity, source limitations, timeline risk the client is informed immediately. Issues are never held until delivery. Where a project is delayed due to the Client's failure to provide information, approvals, feedback, or required materials, OASIS may revise the delivery timeline accordingly. Any resulting timeline adjustment shall be communicated to the Client in writing.



Stage 6 — Internal Review (Two Rounds)

Before any document reaches the client it passes through two internal review rounds.

Round One — Accuracy Review: A reviewer independent of the primary drafter conducts an accuracy review proportionate to the complexity, risk profile, and nature of the engagement. Any claim that cannot be verified is flagged and returned to the primary team member for resolution before the document proceeds.

Round Two — Quality Review: The document is reviewed for logical structure, clarity, completeness, and compliance with OASIS's editorial standards. Is the document saying what it is trying to say? Is it clear enough for its intended reader? Only a document that passes both rounds is cleared for delivery.

Stage 7 — Delivery

The final document is delivered on the agreed date in the agreed format.

Delivery is accompanied by a brief delivery note confirming: what is being delivered, that it has passed internal review, and how to initiate a revision request if needed.

Revision policy: One round of revisions is included in every project. Revision requests must be submitted within seven working days of delivery. Revisions are completed within a timeline agreed at the point of request.

Revisions beyond the first included round are scoped and priced separately.

Stage 8 — Final Delivery and Payment

Following any revisions, the final version is prepared for release. Payment obligations are governed by the applicable Project Agreement. Final editable files, source materials, and any associated intellectual property transfers are released only after all applicable payment obligations have been fulfilled.

(standard: 14 days from final delivery).

A project completion confirmation is issued to the client.



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This SOP is an operational reference document describing OASIS Research Writing's standard procedures. It does not create contractual rights or obligations and does not amend or replace the terms of any Project Agreement, Non Disclosure Agreement, or other engagement document.



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Building Clarity Through Research.

OASIS Research & Writing provides research, analytical, drafting, and documentation support across legal, policy, business, governance, and academic domains. Every engagement is guided by the principles of rigour, reliability, confidentiality, and intellectual integrity.