

**IMPORTANT ASPECTS OF THE PREPARATION OF A
REFERENCE IN THE INFORMATION AND ANALYSIS ACTIVITIES OF
INTERNAL AFFAIRS BODIES.**

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Annotation: the article outlines the peculiarities of information and analysis activities carried out in the internal affairs bodies and important aspects of systematic thinking and systematic analysis in the functioning of the information and analysis system in it, and describes important aspects of the preparation of a reference in the information and analytical process, relying on practice experiments.

Keywords: Information, System, Analysis, decision, Information, analytical material, Process, Analyst.

Today, further improvement of the alborot-analytical product preparation process is an urgent issue, which requires first of all the development of effective methods and methods of working with information, as well as teaching the audience the stages of the process of preparing an information and analytical document, especially the choice of an actual topic, effective work with large volumes of data, methods of

To what extent the correct Organization of this work is determined by the preservation of a strategic approach to information and analytical activity in general.

To get an idea of the main questions that arise on the chosen topic, it is necessary to start studying it from general work, and then look for new materials that deepen and clarify our knowledge on the issues to be studied.

As the next sub-stage of acquaintance with the problem, it is possible to indicate the study of special sources of information. On the example of the process of working with media materials, this will be as follows.

When checking the suitability of a periodical for quality, it is enough to check a number of published articles in a certain period of time (for example, weekly) by dividing them into pages. This allows you to identify a segment in the media market that can meet your information demand.

Another of the main aspects in the study of the problem is the presence in the analysis of the possibility of achieving a source of information that also

highlights the phenomena, processes and aspects of the development of events that occur in the face of this problem from the most point of view. Pinhona information is extremely relevant in foreign policy, where it is necessary to study the plans and tasks of one country in relation to another. Because in addition to the fact that information is recorded in this direction, it is also common to be unrecorded.

It is the harmonization of information in closed and open sources that will become the basis for ensuring qualitative illumination (analysis) of the subject of research.

In this regard, V.Plett agrees at this stage that "probable possibilities, the marginal possibility of each source; the need to determine to what extent the information contained in it contradicts or confirms each other; the more sources, the more serious the investigation can be carried out; when many sources are used, the more information can have a broad and leaner basis, as well as a decrease in

The main stages of document preparation:

Preliminary stage. Information and analytical activities include, first of all, monitoring the development of phenomena, identifying trends and other similar everyday activities. It is during this phase that an information base is formed regarding the direction that interests us (so far, the word is not going on a specific topic, but about the direction).

In the process of the initial stage, special attention should be paid to the following.

1. The researcher must clearly determine for himself the direction in which he wants to analyze. This stage is closely related to the process of "topic selection", about which we will dwell in more detail later. At the initial stage, the process of "topic selection" is carried out in a broader sense, that is, in this case, Current Directions are determined, in which a number of continuous research is carried out.

2. Organization of data collection, which refers to the chosen direction. It is necessary to constantly familiarize yourself with the press and analytical materials, collect information and study the situation, facts, as well as specific retrospective issues that will help to further understand one or another problem, acquiring basic knowledge of the field. It is necessary to look for answers to the questions posed forward.

At the initial stage, try to make as many "lists of sources" as possible and constantly replenish them. "Source list" can be in the form of a computer file or a cartoon. Most importantly, the resources on this list should be monitored daily.

3. Writing down thoughts. Usually, an analyst who wants to study this or that problem or write an analytical reference needs to read additional literature.

Thoughts that arise during the analysis process should definitely be recorded. As you know, good ideas come mainly in the process of reading, because reading is a process of thinking. It is only thoughts that arise through exposure from the text read that can form the basis of the document to be written. Therefore, it is advisable to always have a pen and a notebook under hand in the reading jar. Writing down the sentences you need during the reading process, drawing at the bottom or marking the edge - is called interactive reading.

It is worth noting that it is not necessary to record large volumes of texts from the source, it is better to read the text once again and briefly express thoughts.

Therefore, young analysts are advised to choose urgent problems that they themselves know well when writing a document for the first time and have sufficient knowledge in exactly that area.

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