① The idea for a question may originate with the Member, their staff or an agent external to Parliament.

② The Member may ask their staff or the library to do further research.

③ The question may be submitted by the Member or by a member of their staff. It may be submitted via email or in person on paper. Questions cannot - yet - be submitted via PeerHub. Question submission must take place before 5pm either on a sitting day or on a tabling day during recess.

④ A Member of the House of Lords may table no more than six written questions per day and no more than 12 in a week. A spreadsheet of questions per Lords' Member is checked. This spreadsheet is updated the following day.

⑤ The Table Office may spot that the question is a duplicate of a recently tabled question. This is not well enforced.

⑥ The Table Office will check that the question is admissible. Questions are inadmissible if, for example: they are on a subject for which the Government is not responsible, they seek a legal opinion, they ask for agreement from the Government. Rules for admissibility are set out in the Companion to Standing Orders though creative ambiguity may be required. Questions around admissibility may be escalated to the Clerk Assistant. A question being declared inadmissible is referred to as 'carded' in the House of Commons.

⑦ If the Table Office declare the question is inadmissible, the Member may reformulate the question over correspondence with the Table Office.

⑧ The Table Office may reword a question to match House style. Changes may include adding 'To ask Her Majesty's Government', list styling, stripping adjectives and rewording in neutral terms.

⑨ The Table Office will enter admissible questions into LBIS assigned to what they believe to be the appropriate department. The department may or may not have been indicated by the Member.

⑩ From 5pm on a tabling day, the Table Office export submitted questions to Word. The Clerk of the Table Office and the Clerk Assistant edit using track changes. Further edits may be made to match House style at this point. Spell checking also takes place because the textarea in LBIS does not support spell check. Government Whips also have non-edit access and may petition that the question is on a subject that the Government is not responsible for. Sometimes a question may be declared inadmissible at this point.

⑪ The Table Office will enter any changes made in Word back into LBIS.

⑫ When the House rises on a sitting day, questions having made it this far are tabled. It is believed the question UID is generated at this point. The question is sent to Q&A - possibly via data.parliament. An email is sent to the tabling Member. The clock timing how long the department has to answer starts. The department is expected to answer within 10 working days.

⑬ It is believed there is a 30 minute delay following the email to the Member, at which point the question is published to parliament.uk and made available to Search & Indexing. XML is exported from LBIS - though this could be from Q&A or data.parliament. The XML lacks markup for information which is structured in LBIS such the question number. A person right aligns all the numbers in In Design and outputs a PDF as part of Lords' Business Papers.

⑭ The Departmental Parliamentary Team check if the question should be allocated to a different department. Cross-departmental negotiations take place to identify the best home for the question. Once the appropriate home is found, they email the Table Office, who transfer the question in LBIS, from where it is transferred in Q&A and picked up by the Departmental Parliamentary Team in the department the question has been transferred to.

⑮ Should prorogation and / or dissolution happen within the 10 working days allocated for answer, a prorogation / dissolution procedure commences. The Departmental Parliamentary Team enter a boilerplate answer into Q&A explaining that there was not time to provide a full answer. The question is sent to the Minister's Red Box. The Minister is expected to answer the Member by letter.

⑯ In order to answer the question, the Departmental Parliamentary Team may need to speak to Special Advisors, policy experts or delivery managers within the department. Or they may also need to communicate with subject matter experts in arms length bodies. Once the information is gathered, the Departmental Parliamentary Team compose an answer. The answer goes to the Minister's Red Box. The Minister may communicate with the Departmental Parliamentary Team in order to clarify the answer. Once the Minister has signed off on the answer, it goes back to the Departmental Parliamentary Team who enter the answer into Q&A. We think Q&A emails the Member, notifying them of the answer though we are not yet sure on this.

⑰ Should the 10 working days - during which the answer is expected - expire with no substantive answer received, the Q&A system publishes the question as part of a list of questions - and the departments they were allocated to - all having exceeding the expected time for answer. This is published as part of the Lords' Business Papers, both in print and online.