

Extract of the R&D KM Procedure Manual

2.4 Writing Papers for Presentation in Conferences and Books/Papers for Publication

Part I: Papers and books for publication

- 2.4.1 The Coordinator receives a request (see Annex V) from any of the following entities seeking for authority to write a paper/book for publication using CEMASTEAs data or work. A minimum of two:
- a) members of CEMASTEAs staff
 - b) stakeholders
 - c) members of institutions collaborating with CEMASTEAs
 - d) members of public in Kenya
- 2.4.2 The Coordinator gives feedback and provides materials/data requested if available within two weeks of receiving the request form.
- 2.4.3 The Coordinator receives and maintains copies of paper/book manuscripts submitted for publication as well as those published.

Note: Clauses 2.4.1 to 2.4.3 will not apply to writing of books/papers for publication initiated and coordinated by R&D KM department as such activities are funded through funding proposals by CEMASTEAs

Part II: Papers for presentation in conferences

- 2.4.4 An officer whose paper has been accepted for presentation in a conference requests for funding to attend the conference by filling the Form in Appendix VI 2-3 months prior to the conference for international conferences and 1 month for local conferences
- 2.4.5 The Coordinator submits a funding proposal to the Director for approval at least 2 months prior to the conference for international conferences and 3 weeks for local conferences
- 2.4.6 The Coordinator receives a copy of the paper presented not more than 1 month after presentation in a conference and uploads abstracts on the CEMASTEAs website through ICT department.

Note: For R&D KM initiated and coordinated paper writing for presentation in conferences, the coordinator will be responsible for preparation of funding proposals. The Coordinator will ensure that copies of abstracts/papers are maintained and abstracts are uploaded on the Website.