

Guidelines for ReCAP support to events and individuals

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1. Introduction

The ReCAP knowledge management strategy foresees strategic representation and support for national and regional events in Africa and Asia on the themes addressed in the ReCAP research strategies. Furthermore its dissemination strategy encompasses support to individual researchers to attend relevant seminars or conferences, present their research at conferences and publish research articles in peer-reviewed, high-standing journals.

This document provides guidance on the criteria that will be used to assess the eligibility of events and individuals for ReCAP support, the type of support available and the application procedures.

2. Support to events

Criteria

In order to be eligible for ReCAP support, an event (seminar, conference, congress) should meet the following criteria:

1. The event should be hosted by a local host in Africa or Asia.
2. The event should, in principle, be targeting at least two of the official target groups as defined in the ReCAP knowledge management and capacity building strategies:
 - a) Africa/Asia based road & transport services researchers and their institutions;
 - b) Africa/Asia based transport decision makers at national, regional and local levels and their advisors within the relevant government agencies;
 - c) Local communities in focus countries (Annex 1); and
 - d) Partners and stakeholders (bi-laterals, multilaterals, NGOs, other sectors, advocacy partners, private sector, etc.).
3. The event should have at least one ReCAP partner country (Annex 1) as geographic focus.
4. The event should be endorsed by the relevant authorities in the host country (e.g. official support letter from Ministry responsible for road transport).
5. The event should demonstrate a clear link to the ReCAP targets (Annex 2).
6. The event's programme should reflect ReCAP research priorities (Annex 3).
7. The event should be held on a not-for-profit basis.

Type of support

The support provided by the ReCAP programme is in principle in-kind and can take on the following format:

- Support to delegates from Sub Saharan African and/or South Asia to attend the event (travel, accommodation, registration fees, subsistence allowance);
- Organisation of (a) dedicated event session(s) or workshop(s) on Low Volume Rural Road and/or transport services, or another theme from the ReCAP research strategies;
- ReCAP endorsement of an event, supporting the PR and communications through its website and outreach channels.
- Translation services during the event.
- Other possibilities of in-kind support upon negotiation.

In exceptional cases the ReCAP programme can consider providing support to finance the event in addition to in-kind support. The ReCAP PMU will decide the actual grant on a case-by-case basis, based on a preliminary event budget submitted by the event organiser and depending on the in-kind support already foreseen.

Rights and obligations

Obligations of the event organiser:

- List ReCAP as official supporter of the event (logo included in PR materials, any media);
- Allow for reduced delegate registration fees for ReCAP supported delegates and members of the ReCAP PMU;
- Provide the list of participants after event conclusion, including email addresses;
- Brief report by the event organiser (including financial report) on the event to the ReCAP PMU within four weeks after the event has concluded.

In case the event includes a trade exhibition a ReCAP exhibition stand can be included in the overall support deal.

Rights of the ReCAP programme:

- The PMU has the right to use the email addresses of event participants to survey whether the ReCAP supported event has met expectations in terms of acquiring new rural access knowledge;
- The PMU has the right to include the email addresses of event participants in ReCAP community of practice dissemination list.

Obligations of the ReCAP programme:

- List the event on the ReCAP website's event calendar and announce in the ReCAP LinkedIn group/Community of Practice and through other programme outreach.

Application process:

- Applications should be submitted at least four months ahead of the event to the ReCAP knowledge and communications manager.
- Applications should include the event title, dates, targeted number of participants, brief description of the target audience, location, and overall budget. If available, a preliminary programme should be submitted with the application.
- The application will need to address a justification referring to all criteria listed above.
- A decision by the ReCAP PMU will be taken within 1 calendar month upon receipt of the complete application.

3. Support to individuals to attend, present or publish

Criteria

In order to be eligible for ReCAP support to attend, present or publish a research paper the candidate should fulfil the following criteria:

1. Be from a target group as defined in the ReCAP knowledge management and capacity building strategies, with preference given to Africa- and Asia based stakeholders:

- a) Africa/Asia based road & transport services researchers and their institutions;
 - b) Africa/Asia based transport decision makers at national, regional and local levels and their advisors within the relevant government agencies;
 - c) Local communities in focus countries (Annex 1); and
 - d) Partners and stakeholders (bi-laterals, multilaterals, NGOs, other sectors, advocacy partners, private sector, etc.).
2. Wanting to undertake one or more of the following activities:
 - a) Attend a conference, congress or seminar on a rural roads and/or rural transport related topic;
 - b) Submit an abstract/paper to present at a conference/seminar;
 - c) Submit a research article.
 3. The topic of the conference, paper or presentation abstract being within the realm of at least one ReCAP research priority (Annex 3).

Type of support

The support provided by the ReCAP programme can take on the following forms:

Conference attendance	Paper presentation	Journal article
Registration, travel, accommodation, subsistence and visa support	Support with pre-submission review Registration, travel, accommodation, subsistence and visa support Support with preparations of final presentation	Support with pre-submission review, finding eligible peer reviewers, providing quality control Promotion of published article through ReCAP communication channels Providing honorarium for paper published in high standing, refereed journal

Rights and obligations

Obligations of the speaker/author/delegate:

Conference attendance	Paper presentation	Journal article
<p>Provide a copy of proof of attendance (certificate or the like);</p> <p>Brief report on learning experiences at the event within two weeks after the event.</p>	<p>Provide a copy of proof of attendance (certificate or the like);</p> <p>Brief report on learning experiences at the event within two weeks after the event;</p> <p>Final presentation to be co-branded ReCAP and presenter's institution;</p> <p>Final presentation to be made publicly available for upload on the Rural Access Library.</p>	<p>The article to be submitted is required to undergo peer review;</p> <p>The final manuscript will acknowledge ReCAP support;</p> <p>The final manuscript is to be made publicly available through the Rural Access Library.</p>

Obligations of ReCAP:

- Coordination and booking/registration;
- Logistical support (purchase tickets, letters for visa applications, etc.).

Application process

Applications need to be submitted at least three months before the event or the article submission date to the responsible Regional Technical Manager. The table below summarises the process for each particular type of support requested:

Conference attendance	Paper presentation	Journal article
<p>Nomination of the delegate to the ReCAP project management unit by direct supervisor at least two months before the event;</p> <p>Nominations should include event title, dates, candidate details and affiliation and a justification referring to all criteria listed.</p>	<p>Nomination of the presenter to the ReCAP project management unit by direct supervisor at least two months before the event;</p> <p>Nominations should include event title, dates, candidate details and affiliation and a justification referring to all criteria listed.</p> <p>A presentation abstract (max 400 words) shall be submitted along with the nomination.</p>	<p>Proposal to the ReCAP PMU to submit an article including journal details, deadlines and any information on the review process;</p> <p>The proposal will need to address a justification referring to all criteria listed.</p> <p>A paper abstract (max 400 words) shall be submitted along with the proposal.</p>

The ReCAP PMU reserves the right to assess the suitability of the event that the individual wishes to attend or present a research paper at, or the journal in which he/she wants to publish.

A decision by the ReCAP PMU will be taken within 1 calendar month upon receipt of the complete application.

4. Contacts:

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ANNEXES

Annex 1: ReCAP partner countries as per March 2016

Africa: DR Congo, Ethiopia, Ghana, Kenya, Malawi, Mozambique, Sierra Leone, South Sudan, Tanzania, Uganda, Zambia.

Asia: Bangladesh, Myanmar, Nepal.

Annex 2: ReCAP targets

Impact	Increased low volume rural road and transport services access in Africa and Asia improving livelihoods of poor and men and women.
Outcome	Cost effective, low volume rural road and transport services evidence base is strengthened, promoted and influencing policy and practice in Africa and Asia.
Outputs:	<ul style="list-style-type: none"> > Research and uptake > Capacity enhancement > Knowledge enhancement

Annex 3: ReCAP research priorities

1. Infrastructure	<ul style="list-style-type: none"> 1.1 Sustainable and economical provision infrastructure 1.2 Optimised use of material resources and environment 1.3 Effective whole life rural road asset management 1.4 Defining, measuring and analysing road access
2. Transport Services	<ul style="list-style-type: none"> 2.1 Public transport services operation and regulation 2.2 Motorcycle taxis and intermediate means of transport 2.3 Rural mobility and access to roads
3. Cross cutting issues	<ul style="list-style-type: none"> 3.1 Measuring the requirements for, and the benefits of, rural roads and transport services 3.2 Climate change, resilience and environmental issues 3.3 Gender equality, equity and social inclusion 3.4 Safety and security 3.6 Horizon scanning and new technologies