

Annex 9: Terms of Reference – Collating raw materials

Version 1

Used for all programmes bar CPP, by Tina Rowland and Jody Sunley, assisted by the respective RNRRS programme coordinators.

Objective:

To compile CPHP project materials, in an easily accessible format on a CD Rom, that are required by a science writer. He will use them to write a record for each project, that will be published on FAO's TECA portal.

Task:

For each topic in the table below:

- Create a folder with the name of the topic
- Save into that folder all the documents produced by projects associated with that topic (from CPHP Virtual Library)
- Scan the Final Technical Reports from those projects in PDF format and save under relevant folder (hard copies are in box files in CPHP office)
- Find any photos associated with these projects (on the N drive) and save these under relevant folder
- Make a separate file listing the contact details for all the project leaders for the projects listed in the table (to be found on Project Memorandum Form in box files in CPHP office)
- Save all this material onto a CDRom

Version 2

Used for CPP only. We recommend this in preference to Version 1. Isabel Carballal went on to improve the form provided. To see this tool in practice, view her completed log at Annex 10.

Background:

TECA is a tool for global technology exchange. It is a web portal comprising, amongst other things, a database of proven agricultural technologies, hosted by FAO.

NR International has been commissioned to identify from across the entire RNRRS all the proven technologies and repackage them for publication via TECA. The project end date is July 31 2006.

Repackaging involves writing a 'Technology Record' for each proven technology. This is a description of the technology plus some metadata to help with search and retrieval. It flags relevant supporting documentation; where this exists electronically, it will be hyperlinked to the record.

Some 200 technologies have been identified and are currently being written up (various scientists/science writers), copyedited (Ken Campbell) and uploaded (Tina Rowland).

Simon Eden-Green was commissioned to go through the CPP portfolio identifying and repackaging the proven technologies back to 1995. Some 40 have been identified for CPP.

During this process, Simon has identified the titles (in a few cases, not a title just a description) of relevant supporting documentation to be linked to each CPP record. Assistance is required to locate this documentation and supply it to the uploader (via the copyeditor).

It is believed that some exists digitally but much is still in hard copy only. Possible locations include: an incomplete and now incorrectly coded folder of electronic CPP disseminations collated by the project, the CPP Programme's folders on NR International N drive, CPP's paper archives, DFID's R4D portal, the original project lead institutes, the internet (Google search).

Requested inputs:

1. To **locate and save onto the N drive** as many as possible of the project disseminations that Simon Eden-Green (the Technology Scribe) has identified for each CPP Technology Record, where these already exist electronically.

These disseminations should be saved under the ID Codes allocated to Technology Records (ie a folder can be created for each ID Code and the disseminations saved under the appropriate folder).

To convert the files to PDF (from the electronic document; do not scan hard copies), where time allows. This is not a priority.

Note on FTRs: Existing PDF files that have been created from electronic documents may be saved onto the folder (the file sizes tend to be manageable). However, PDFs that have been created by scanning hard copies should not be saved as they tend to be too large; instead the citation should simply be noted in the form below.

Note on other types of dissemination: In relation to existing files:- Preferably, use PDF files that have been created from electronic documents; however, if these are not available, PDFs created by scanning hard copies may be used instead. In this case, if the file size exceeds 1 MB, please save on CD Rom in chunks not exceeding 1 MB.

Disseminations that do not exist electronically may be later scanned by NR International (resources permitting). The location of the hard copy if known should be noted in the form below. Please do not scan anything.

If an article has been published in an electronic journal or newsletter, do not save it but instead note the URL in the form below. If it is published on a website that does not belong to a journal or newsletter, please save a copy to the folder on the basis that the website may not always be in existence.

If the dissemination is a website, video, radio, TV or other form of ICT, deal with it as documents (but obviously do not save onto the folder).

2. For each dissemination, to **make a note of the full citation** (using Green Book format) and where applicable:

- either the **electronic file name** under which it was saved on the CD Rom
- or the **URL of the electronic journal** in which the article is published
- or the **physical location of the hard copy**.

The form below is provided for this purpose.

The folder and form will be given to Tina who is uploading the Technology Records to the TECA live portal, and linking electronic copies of disseminations (where they exist) to the records. Where electronic copies do not exist, she will simply give the citation (in the Additional External Resources section).

ID Code for the Technology Record (as given on the record)	Full citation for each of the disseminations to be linked to this Technology Record (use Green Book format)	E-Copy saved to CD Rom (if yes, give file name; if no, leave blank)	Is published in online journal (if yes, give URL; if no, leave blank)	Physical location of hard copy (only give if no electronic copy exists)
Eg CPP 0001				