



MEL Depositing and Publication Process

10 April 2020



Contents

Reviewing process for knowledge products	5
Members involved in the workflow	6
Items uploaded under deliverables or as evidence of a Capacity Development activity:	6

About ICARDA

Is a treaty-based international organization, established in 1975, the International Center for Agricultural Research in the Dry Areas (ICARDA) is an autonomous non-profit, international institute governed by a Board of Trustees and, under the auspices of the CGIAR System in accordance with the provisions of the Charter, ICARDA focusses on delivering innovative solutions for sustainable agricultural development in the non-tropical dry areas of the developing world. ICARDA provide innovative, science-based solutions to improve the livelihoods and resilience of resource-poor smallholder farmers. ICARDA is developing that through strategic partnerships, linking research to development, and capacity development, and by taking into account gender equality and the role of youth in transforming the non-tropical dry areas.

Monitoring, Evaluation and Learning (MEL)

Monitoring, Evaluation and Learning (MEL) is multi-center and multi-CRP online platform for integrated management, monitoring, and reporting of projects, from planning to budgeting, risks' assessment, knowledge sharing and more. MEL creates synergy between research and development partners, bridging competences in a results-oriented platform. MEL allows saving resources and time, reducing paperwork, facilitating administrative steps, quickening project related communications and enabling near real-time data collection to inform decision-making.

AUTHORS

Sara Jani¹

CO-AUTHORS

Jacques Wery¹, Enrico Bonaiuti¹

SUGGESTED CITATION

Sara Jani, Jacques Wery, Enrico Bonaiuti (2020). MEL Depositing and Publication Process. International Center for Agriculture Research in the Dry Areas (ICARDA).

DISCLAIMER



This document is licensed for use under the Creative Commons Attribution-ShareAlike (CC-BY-SA) 4.0 International License. To view this license, visit <http://creativecommons.org/licenses/by-sa/4.0/>.

Unless otherwise noted, you are free to copy, duplicate, or reproduce and distribute, display, or transmit any part of this publication or portions thereof without permission, and to make translations, adaptations, or other derivative works under the following conditions:



ATTRIBUTION. The work must be attributed, but not in any way that suggests endorsement by the publisher or the author(s)



SHARE ALIKE. If this work is altered, transformed, or built upon, the resulting work must be distributed only under the same or similar license to this one.

¹ International Center for Agricultural Research in the Dry Areas (ICARDA)



Revision History

Version	Date	Originator(s)	Reviewer(s)	Description
1.0	27 March 2020	Sara Jani	Jacques Wery	Structure, content
2.0	30 March 2020	Sara Jani	Enrico Bonaiuti	Structure, content, layout
3.0	09 April 2020	Sara Jani	Jacques Wery, Enrico Bonaiuti	content

This document explains the process followed by staff involved in MEL workflow. It should be considered an annex to the Information Products Guidelines (<https://hdl.handle.net/20.500.11766/7815>) and will be included in a revised version of these guidelines. MEL is also releasing an automated notification to all co-authors (and uploader) recorded in MEL as active users. The notification will return the external link and/or the internal link to MEL. Internal links are accessible only to MEL user and download only allowed to the uploader and co-authors when limited access. Internal link do not have any use when shared with non-MEL users and/or added in other reports (e.g. Donor reports).

Reviewing process for knowledge products

1. The publication's online/printed dates are added.
2. The title is matched with the title in the uploaded publication.
3. The title has capitalization of each letter only when the title of the publication is all in capital letters.
4. The correct type of publication is selected.
5. The uploaded publications should have at least the name of the organization, authors and date on it.
6. All the publications' authors are added to the metadata and entered in the same sequence.
7. The final version of the uploaded file is PDF. It is possible to upload the word file first and then re-upload the PDF version.
8. The keywords as it is mentioned in the publication. If not, it is recommended to add AGROVOC² keywords whenever possible. Each publication should have at least 2-3 keywords.
9. The abstract is added as it is written in the original publication or a clear and precise summary should be available when the abstract is missing.
10. The DOI and the weblink of the publication are included if relevant.
11. The Journal's title, ISI and impact factor for journal article, and the ISBN for the books, book chapters are added when available³.
12. The publishers **title** and **headquarter** country is added.
13. The publications' copyright is stated correctly. The users can also check the publications copyrights from SherpaRomeo⁴ for journal articles, books, book chapters.
14. Predatory journals, Book and book chapters are removed and stored in a limited access folder available to the Deputy Director General for Research, Research Directors and used during appraisal review.

² <http://aims.fao.org/vest-registry/vocabularies/agrovoc>

³ Journal quartile analytics will be implemented in the second half of 2020.

⁴ <https://v2.sherpa.ac.uk/romeo/>

Members involved in the workflow

Items uploaded under deliverables or as evidence of a Capacity Development activity:

Journal articles, Books and Book Chapters: Limited or open access, externally⁵ as per the publications' copyrights.

Responsible: Monitoring, Evaluation & Learning (MEL)

Manuscript unpublished: **In general**, internal⁶ approval, limited access only if the authors asks to be approved externally to DSpace

Responsible: Deputy Director General – Research Office (DDGRO)

Reports/Draft Reports: **In general**, open access, externally as per the creative common rights mentioned in the document or the publication rights selected by the authors. ICARDA publications are open access with creative common right CC-BY-SA. **Exceptions**, *some reports that includes list of participants, images without its appropriate consent will be sent back to the authors to add the consent and in case the authors do not respond it will be approved limited access, internally.*

In addition, some reports/draft reports are also approved internally due to:

1. Poor quality or no mention of ICARDA and authors.
2. Original results which would deserve publication.
3. No specific interest in the contents for an external reader.
4. Appropriate title is missing in the report.
5. Author/Authors list is not mentioned in the report.
6. Date of the report is not mentioned.
7. When with an ICARDA author an ICARDA logo is not added in the report.
8. All uploaded publications which lacks proper formatting, authors names, title, date will not be accepted.

Responsible: Deputy Director General – Research Office (DDGRO)

Training Reports: **In general**, open access, externally as per the creative common rights mentioned in the document or the publication rights selected by the authors. ICARDA publications are open access with creative common right CC-BY-SA. **Exceptions**, *some reports that includes list of participants, images without its appropriate consent will be sent back to the authors to add the consent and in case the authors do not respond it will be approved limited access, internally or externally based on the donors requirements.*

Responsible: Capacity Development

⁵ External approval: Approved with link to DSpace <https://repo.mel.cgiar.org/>

⁶ Internal approval: Approved to MEL repository where only the authors can access it

Donor reports, Project Technical Reports: **In general**, limited access, approved internally. **Exceptions**, open access, approved externally as per donor rules **and** as per the authors requests.

Responsible: Monitoring, Evaluation & Learning (MEL)

Blogs: Open access, approved Internally.

Responsible: Communication

Trip reports: Approved internally/externally⁷

Responsible: Deputy Director General – Research Office (DDGRO)

Websites and wiki's: Approved internally

Responsible: Communication

Protocols, Templates & Tools: **In general**, open access, externally as per the creative common rules mentioned in the document or the publication right selected by the authors. ICARDA publications are open access with creative common right CC-BY-SA.

Responsible: Monitoring, Evaluation & Learning (MEL)

Images, Audio's and Videos: As per GDPR rules. All pictures with human images should have the consent if not it will be approved as timeless limited access.

Responsible: Monitoring, Evaluation & Learning (MEL)

Briefs, Brochures, Working Papers & Manuals: **In general**, open access, externally as per the creative common rules mentioned in the document or the publication rights selected by the authors. ICARDA publications are open access with creative common right CC-BY-SA.

Responsible: Deputy Director General – Research Office (DDGRO)

News Item. Press Item & Newsletters: **In general**, open access, externally as per the creative common rights mentioned in the document or the publication right selected by the authors.

Responsible: Communication

Other: **In general**, open access, externally as per the creative common rights mentioned in the document or the publication right selected by the authors.

Responsible: Monitoring, Evaluation & Learning (MEL)

Concept Notes & Proposals:

Responsible: Deputy Director General – Research Office (DDGRO)

Datasets:

Responsible: Geoinformatics (Spatial), Monitoring, Evaluation & Learning (MEL) (Others)

⁷ Required only for CRP Livestock reports

Programming codes:

Responsible: Monitoring, Evaluation & Learning (MEL)

Conference papers and proceedings: Limited or open access as per the publications' copyrights.

Responsible: Monitoring, Evaluation & Learning (MEL)

Posters and presentations: **In general**, open access, externally as per the creative common rules mentioned in the document or the publication right selected by the authors. ICARDA publications are open access with creative common right CC-BY-SA.

Responsible: Monitoring, Evaluation & Learning (MEL)

Internship Reports: Limited or open access as per the granted consent.

Responsible: Monitoring, Evaluation & Learning (MEL)

Thesis: Limited or open access as per the consent granted from the student.

Responsible: Capacity Development

Training Materials: **In general**, open access, externally as per the creative common rules mentioned in the document or the publication right selected by the authors. ICARDA publications are open access with creative common right CC-BY-SA.

Responsible: Monitoring, Evaluation & Learning (MEL)