1. TP/1 (New Work Proposal form) to be completed by proposer & submitted to CIBSE

2a. Submission of TP/1 to KMC

2b. KMC approves or rejects TP/1 or seeks more information

More info sought for re-submission

3a. Internal proposal with steering group:
Author, steering group and referees identified/approved by CIBSE. In the case of a proposal from a Special Interest Group, Task force members to be suggested by SIG.
One referee to be on task force, One referee to be external to task force, One referee can be either

3b. Internal proposal with single author:
Author and referees identified/approved by CIBSE. All referees to be external

Approval. Sign off TP/1. Follow stage 3a, 3b or 3c

3c. External proposal:
If a draft already exists, KMC to appoint/approve a reviewer to consider the draft and make recommendations
If no draft, KMC agree appropriate action eg follow routes 3a, 3b or other

4a. Draft prepared by author/steering group

5. Draft circulated to referees with Referees Form and guidance notes

6. Referees’ Forms sent to author/task force for consideration. Copy to Publications Dept.

7. If one or more referees recommend ‘defer publication’ seek resolution or Publications Dept. to refer to KMC for guidance

8. Author/ task force address referees’ comments, finalise draft and prepare brief report on how referees’ comments have been addressed, and remark on any issues arising during the project. Task force chair (if one exists) or author is deemed to be responsible for ensuring that the report is produced

9. Author/ task force’s report sent to CIBSE Publications Dept. for attachment to TP/2 (Final Draft Approval). Publications Dept to complete TP/2 and submit to CIBSE Head of Knowledge (or equivalent) to sign off on behalf of KMC

10. Preparation of proof for publication eg editing, page layout by Publications Dept

11. Final proof approved by author/task force and signed off using TP/3 (Final Proof Approval)

12. Publications Dept. to prepare and procure final version(s) eg hard copy, pdf, other electronic

13. Publications Dept. check quality of final publication version(s) and complete TP/4 accordingly

CIBSE KNOWLEDGE GENERATION PROCESS FLOW CHART