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THE WORLD BANK

Washington, D.C.

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The World Bank

1818 H Street NW


Washington DC 20433

Telephone: 202-473-1000

Internet: www.worldbank.org

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THE WORLD BANK/INTERNATIONAL FINANCE CORPORATION
OFFICE MEMORANDUM

DATE: January 18, 1990
TO: Lily Mulatu
FROM: Lauren Chester *LC*
EXTENSION: 33227
SUBJECT: PPR Working Papers

1. The following will describe the procedures I have been using to publish papers in the Working Paper Series. You may wish to discuss with Tony and Jeff Hammer (who I believe is supposed to have some involvement in this Series) ways in which this system could be improved.

Clearance Procedures

2. Our clearance process is very relaxed. I have attached for your information a memo from Gregory Ingram, PPRS, to PPR staff outlining the clearance and review procedures of PPR outputs (Attachment 1). Page 4 shows the guidelines for PPR Series. Clearance for this Series is at the Department level. However, prior to submitting a paper to Mrs. Hamilton for clearance, the paper goes through a peer review.

3. When I receive a paper for the Series, I determine who among PHRHN staff is most appropriate to clear the paper. Occasionally, as was the case with the Sai/Newman paper, I ask staff outside of our division to review the paper. The staff member is asked to review the paper and is given a clearance form "Review of PHRHN Paper Submitted for Publication in PPR Working Paper Series" (Attachment 2) to fill out after reading the paper.

4. If the paper is cleared, I then draft a memo to Ann for Tony's signature saying the paper is cleared for the series. I also draft a memo to Dennis deTray for Ann's signature saying that the paper is cleared for publication.

5. It is in the memo from Ann to deTray where specifications for publication are given. As you can see in the Ingram memo, deTray's office prepares the "statement of purpose" that appears on the front blue cover of the published paper, as well as the abstract. Specify in the memo who should clear the abstract. Specifications regarding timing of publication (e.g. if it's urgent) should be made in this memo. Two copies of the paper should be submitted with the memo.

Publication and dissemination

6. Turn-around time between submission and publication varies considerably. The fastest timing has been about one month, the longest 3-4 months.

7. The Research Administrator's office handles the first printing of the paper. Your contact person in that office is Evelyn Alfaro (x33984). The papers are delivered to Sonia Ainsworth and stored in the file room. Sonia is responsible for answering requests for the papers. The number of requests increases when a paper is advertised in the Weekly Bulletin - this is when Sonia gets flooded with calls. She also disseminates papers from the old PHN Technical Note Series.

Mailing List for PHN Papers

8. Last October, Sonia and I finalized an international mailing list of people to receive abstracts of all PHN papers published in this series (Attachment 3). In response to that mailing, we have received suggestions for additions to the mailing list, most of which have been incorporated. This mailing has also resulted in many requests for papers. Sonia is keeping a tally of requests.

9. Our plan is to update the package of abstracts annually and send them out to those on the mailing list. I think once a year is frequent enough as we only publish 20 or so papers in a year.

Miscellaneous

10. I will give you an updated status report of papers to be submitted to the series before I leave. Follow-up with staff is necessary to get these papers in the pipeline. There should be several more Africa Health Background Papers to be submitted. There has been some question as to whether chapters being prepared for the Priorities exercise will be published separately in this Series. According to Susan Cochrane, Dean does want to see those chapters published separately. You might want to check with the authors to see if they want to submit their papers to the Series.

11. The status of PPR Working Papers will be a direct input into the quarterly APEX report, for which you will be asked to prepare a list of output for the division. I have several "output" files, which may be useful in compiling an end-of-the year FY90 List of Output.

12. Please feel free to ask me any questions regarding any of the above.

cc: Anthony Measham (o/r)
 Jeff Hammer
 Sonia Ainsworth

LChester:ka