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

```
2a. Submission of
TP/1 to KMC
```

```
More info sought          2b. KMC approves or rejects          Rejection          CIBSE inform
for re-submission          TP/1 or seeks more information                           proposer
```

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

```
3a. Internal proposal with steering group:          3b. Internal proposal with          3c. External proposal:
Author, steering group and referees identified/approved by CIBSE. In the          single author:          If a draft already exists, KMC to appoint/approve a reviewer to consider the draft and make
case of a proposal from a Special Interest Group, task force members to be          Author and referees identified/          recommendations
suggested by SIG.          approved by CIBSE.          If no draft, KMC agree appropriate action eg follow routes 3a, 3b or other
  One referee to be on task force,  One referee to be external to task force,          All referees to be external
One referee can be either
```

```
4b. KMC to decide on appropriate course of action (taking account of reviewer's opinion if one has
been requested):
i.  Accept draft as submitted as suitable for refereeing.
Ii  Nominate CIBSE representative to join the committee responsible for the drafting (where such
committee exists) to refine the draft to meet CIBSE requirements.
Iii  Establish new CIBSE steering group to develop the existing draft into a form suitable for
publication by CIBSE.
Iv.  Reject the draft
```

```
4a. Draft prepared by author/steering group
```

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5. Draft circulated to referees with Referees Form and guidance notes
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6. Referees' Forms sent to author/task force for consideration. Copy to Publications Dept.
```

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7. If one or more referees recommend 'defer publication' seek resolution or Publications Dept. to refer to KMC for guidance
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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
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```
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
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```
10. Preparation of proof for publication eg editing, page layout by Publications Dept
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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
```

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

CIBSE KNOWLEDGE GENERATION
PROCESS FLOW CHART