

icipe Tropical Insect Science for Development

Professional Development Programmes

Policies, Types, Terms and Conditions
Revised 1998

The International Centre of
Insect Physiology and Ecology
PO Box 30772, Nairobi, Kenya



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1. GENERAL POLICIES FOR PROFESSIONAL DEVELOPMENT PROGRAMMES

1.1 Overall objective

The overall objective of ICIPE's capacity-building programme is to help tropical developing countries help themselves in human resource and technological capacity building by providing research training and professional development opportunities at pre-doctoral and post-doctoral levels, and advanced training for young practitioners of insect science and pest and vector management technologies. The programme also aims to foster and strengthen scientific collaboration and technology exchange by establishing linkages between ICIPE and national and international agencies engaged in complementary pest and vector management research and development activities.

1.2 Types of capacity-building programmes

ICIPE's training and educational philosophy is based on the premise that, ultimately, indigenous people must provide solutions to the challenges of economic development in the tropics and specifically to problems posed by insect pests and vectors of human and livestock diseases. In this respect, ICIPE occupies a front-line position in the development of capacities in insect science leadership and practice. Training and educational programmes must be tailored to suit the needs of national research and extension systems, universities and the resource-poor rural communities. The thrusts of ICIPE's training and educational programmes include:

- Insect science leadership training at post-graduate (PhD and MSc) levels;
- Non-degree training for practitioners, end-users and technical students;
- Professional development schemes for scientists;

- Interactive programmes for institutional capacity building.

Specific schemes are planned in partnership with the intended beneficiaries for joint identification and design of appropriate programme activities.

1.3 Strategies for research career development

1.3.1 Main objectives

The basic aims of ICIPE's professional development programmes are to:

- Attract young doctoral graduates from centres of excellence all over the world to spend their early innovative lives at ICIPE, bringing with them new impetus to the Centre's research and development, and advancing their careers through work experience in an international research environment;
- Optimise exposure of the ICIPE scientific community to a wider scientific world in the field of arthropod science and its application and thereby maintain a state-of-the-art position;
- Facilitate exchanges and interactions between ICIPE scientists and scientists from other institutions and organisations (including government departments) throughout the world;
- Provide a means of seeking and obtaining specialised scientific advice through consultancy, should this become necessary.

1.3.2 Types of professional development programmes

Two main programmes have been established for advanced professional development in arthropod science research and its applications. Firstly, ICIPE has established a Post-doctoral

Fellowship Programme to enable the Centre to attract young doctoral graduates into ICIPE's full employment on medium term basis. Secondly, ICIPE's Visiting Scientists Scheme has been established to enable senior professionals from other institutions (still on the payroll of their home institutions) to undertake research at ICIPE. Three types of programmes are offered under the Visiting Scientists Scheme: *Scientist-in-Residence*, *Research Associateship* and *Research Consultancy*. A scientist under these various schemes takes up residence at ICIPE for a short period to work on priority areas of ICIPE's research projects as a member of an ICIPE research team. The scientist may also take part in offering specialised training or undertake an advisory role.

1.4 General provisions for visiting scientists

Various general provisions apply to all categories of visiting scientists.

1.4.1 Research facilities

Research expenses, including provision of logistical facilities to visiting scientists during their sojourn at the ICIPE, will be met by the Centre. Except where specifically stated, the Centre shall normally not be responsible for providing the visiting scientist with transport for private or domestic use.

1.4.2 Patenting

Any rights on a patentable product, method or process developed by a visiting scientist during the period of appointment for research work at ICIPE will be assigned to ICIPE. The inventor is normally granted a token award for the invention in recognition of talent, but the ultimate rights on the invention rest with the ICIPE. An agreement to this effect will be specified to a visiting scientist in the letter of appointment.

Applicants should include in their budgets ICIPE overhead costs at 25 per cent of the direct project cost. A grant agreement document signed by the sponsor is also required. If appointment is approved, the candidate will be issued with a letter of appointment on the terms approved by the sponsor, and a work permit and visa will be obtained for the candidate. It could take up to 3 months to secure a work permit and up to 6 months to obtain a research permit.

3. SCIENTIST-IN-RESIDENCE SCHEME

3.1 Programme description

The Scientist-in-Residence Scheme is a programme through which senior scientists take short study or working visits and reside at the Centre for a few weeks or several months. In this scheme, the scientist works as a member of a team in a well defined research project jointly agreed upon prior to the appointee joining ICIPE, conducts research on an individual project under ICIPE's research facilities and permit and delivers lectures and seminars to ICIPE's scientific community.

The programme is open to scientists from any part of the world with research interest in tropical arthropod science. ICIPE uses this scheme to appoint scientists for short-term specialised research and teaching assignment, while visiting scientists use the scheme to further their research interests using facilities available at the ICIPE.

3.2 Appointment procedure

Appointment is made either on the instigation of ICIPE's department or on the receipt of a request from an applicant. Vacancies arising from ICIPE's own needs are advertised, or the appointee is nominated based on ICIPE's prior knowledge of and need for such expertise. Visiting scientists seeking to join the scheme, either with research projects of their own or to be accommodated in on-going ICIPE projects, should send enquiries to the Director General; it may be an advantage if the applicant has already identified an ICIPE collaborator. Appointments to Scientist-in-Residence positions are coordinated and processed by the Capacity Building Department in the Directorate of International Cooperation and Capacity Building.

3.3 Benefits, privileges and obligations

3.3.1 Maintenance allowance

Scientists-in-residence will normally be expected to earn salary from their home institutions during the period of their

appointments at ICIPE. In addition, their institutions or sponsors may provide them with maintenance allowance. However, a scientist-in-residence who is appointed and assisted by ICIPE shall be paid a maintenance allowance commensurate with seniority and which is agreed upon prior to the appointment.

3.3.2 Travel assistance

The institution of origin or the sponsor provides travel allowances for air ticket, baggage and incidental expenses under their own terms for scientists-in-residence not assisted by ICIPE. Those assisted by ICIPE for visits of three months or less will receive one round trip economy class air fare for self and unaccompanied baggage allowance by air-freight of up to 40 kg. For longer term appointments, ICIPE will consider providing similar travel allowances for the immediate family of the scientist-in-residence constituting of a named spouse and up to four dependent children under the age of 18 years.

3.3.3 Insurance benefits

During their stay at ICIPE, scientists-in-residence will be entitled to group medical, life and personal accident insurance benefits currently enjoyed by ICIPE employees. Where the member is not directly under ICIPE's support, then the sponsoring institution will reimburse ICIPE with the actual cost of such covers incurred in respect of the member.

3.3.4 Immigration privileges

Scientists-in-residence will enjoy immigration privileges applicable to ICIPE's international professional staff in accordance with existing agreements between ICIPE and the host country.

3.3.5 Service car

A scientist-in-residence may be allocated a service car; the cost of car maintenance and running will be charged to the project grant.

3.3.6 Leave

Scientists-in-residence will earn leave in accordance with the regulations of their institutions of origin.

3.3.7 Other terms of appointment

All scientists-in-residence will be governed by ICIPE's personnel and financial regulations and formalities currently in force during their stay at the Centre.

3.3.8 Duration of appointment

Scientists-in-residence will normally be expected to stay at ICIPE for a period ranging from seven days to one year. Flexibility will be applied to those coming with their own project for their stay to last the duration of the project.

3.3.9 Final report

It is a requirement of the host country that every scientist authorised to undertake research while based in the country submits a research report. At the end of the appointment at ICIPE, a scientist-in-residence will, therefore, be required to submit a detailed end-of-appointment report to the Director General of ICIPE and a general research report for submission to the Government of Kenya (or other host).

4.3 Benefits, privileges and obligations

4.3.1 Maintenance allowance

Research associates will normally be expected to earn salary from their home institutions during the period of their appointment at ICIPE. In addition, their institutions may provide them with maintenance allowance. However, ICIPE may consider assistance for research associates in needy cases who are considered essential to the ICIPE mandate, and those who are appointed through collaborative agreements which oblige ICIPE to local costs. Such research associates would be granted a monthly maintenance allowance of US\$2,500.

4.3.2 Travel assistance

Research associates will normally be provided with travel allowances for air ticket, baggage and incidental expenses under their sponsors' terms. However, ICIPE will consider providing unaccompanied baggage allowance to a research associate under the following conditions:

- Where the sponsor or institution of origin does not provide unaccompanied baggage allowance, ICIPE will consider providing unaccompanied baggage allowance by air-freight of up to 40 kg per trip when coming to ICIPE and when returning to country of origin.
- In cases where ICIPE is providing air passages for the family of a research associate (see paragraph 4.3.3), unaccompanied allowance by air-freight of up to 40 kg per trip will be given to the family.

4.3.3 Travel assistance for family

The cost of air passages of the families of research associates will normally be met by the home institutions or the sponsors.

However, a research associate who is assisted by ICIPE will be provided with economy air passages to enable the family to reside at ICIPE, involving one named spouse and up to four dependent children under the age of 18 years. Air passages for families of research associates may be granted by ICIPE once during the entire appointment period of 3–4 years as the case may be; and only if the visit in any given year is for approximately six continuous months. Request for such travel assistance must be made to the Director General of ICIPE well in advance for approval. No additional maintenance allowance will be provided by ICIPE to a research associate who has been joined by family.

4.3.4 Medical and insurance benefits

During their stay at ICIPE, research associates will be entitled to group medical, life and personal accident insurance benefits currently enjoyed by ICIPE employees. Where the member is not directly under ICIPE's support, then the sponsoring institution will reimburse ICIPE with the actual cost of such covers incurred in respect of the member.

4.3.5 Immigration privileges

Research associates will enjoy immigration privileges applicable to ICIPE's international professional staff in accordance with existing agreements between ICIPE and the host country.

4.3.6 Workplan

Immediately on appointment, a research associate will be required to submit to the Director General of ICIPE a workplan detailed for the period of appointment.

4.3.7 Service car

A research associate may be allocated a service car; the cost of car maintenance and running will be charged to the project grant.

4.3.8 Leave

Research associates will earn leave in accordance with the regulations of their institutions of origin.

4.3.9 Other terms of appointment

All research associates will be governed by ICIPE's personnel and financial regulations and formalities currently in force during their stay at the Centre.

4.3.10 Duration of appointment

Research associates will be attached to ICIPE for 1–4 months (or more by special consideration) every year over a period of 2–4 years, normally adding to a total of 12 months during the entire period of appointment. The appointees are expected to return to their home institution after final completion of the programme.

4.3.11 Termination of appointment

A research associate may have the appointment terminated with one month notice on account of one or more of the following reasons:

- Failure to submit to the Director General of ICIPE a satisfactory workplan or progress report in the area of research during the period of appointment;
- Remaining attached to an ICIPE research project beyond the prescribed maximum period of 12 months;
- Conduct which may place the Centre in disrepute.

4.3.12 Final report

It is a requirement of the host country that every scientist authorised to undertake research while based in the country submits a research report. At the end of the appointment at ICIPE,

a research associate will, therefore, be required to submit a detailed end-of-appointment report to the Director General of ICIPE and a general research report for submission to the Government of Kenya (or other host).

5. RESEARCH CONSULTANCY SCHEME

5.1 Programme description

The programme for research consultants has been established for selected senior scientists to make short-term visits to ICIPE for periods ranging from a few days to a maximum of 10.5 months. Research consultants are hired to:

- Assist in the development of research project proposals;
- Demonstrate new techniques or research methodologies;
- Review or evaluate research projects or departments and give advice;
- Prepare documentation for publication or for use in projects.

Consultants are considered to be internationally recognised authorities in their areas of expertise. The consultancy work may be undertaken at ICIPE or be based at a more suitable location.

5.2 Appointment procedure

The project leader or head of department that needs consultancy services prepares a brief of the work to be undertaken in the form of terms of reference. Recruitment of the consultant is done through invitation of tenders by advertising the consultancy service required and through personal contacts. A committee of experts reviews the prospective tenderers and submits a recommendation to the Director General for approval. The Director for Administration draws up an offer of appointment based on negotiated terms.

5.3 Benefits, privileges and obligations

5.3.1 Maintenance allowance

A research consultant will normally be expected to earn normal emoluments from regular employment during the period of

appointment at ICIPE. ICIPE will provide the research consultant with subsistence allowance commensurate with the location of the consultancy work at the rate applicable to international professional staff.

5.3.2 Travel expenses

Where the consultancy involves travel, ICIPE will meet the cost of economy class air fare (for international travel) and reimburse the cost of other means of transport at actual cost or at prevailing ICIPE rates. There is no provision for unaccompanied baggage in case of air travel.

5.3.3 Consultancy fees

ICIPE will pay consultancy fees to research consultants depending on the nature of consultancy services required. The level of fees payable will be set through negotiation and will range from US\$150 to 400 per day.

5.3.4 Insurance benefits

A research consultant will be entitled to group medical and personal accident insurance benefits.

5.3.5 Service car

A research consultant may be allocated a service car in place of compensation for local transportation while serving at ICIPE.

5.3.6 Duration of appointment

Research consultants will normally be appointed for a period ranging from 1 day to 10.5 months, as permitted by government regulations.

5.3.7 Final report

At the end of the appointment at ICIPE, a research consultant will be required to submit a detailed end-of-appointment report

to the Director General of ICIPE, as well as a general research report required by the Government of Kenya.

For further information please contact:

Head, Capacity Building
International Centre of Insect Physiology and Ecology (ICIPE)
PO Box 30772 Nairobi, Kenya
Tel: +254-2-861680-4/802501
Fax: +254-2-803360/860110
Email: icipe@africaonline.co.ke

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