



Draft Rules and Procedures

This document outlines the norms, rules and procedures under which CAPERS will operate.

1 OBJECTIVES

The Columbia-NYU contemporary African political economy research seminar (CAPERS) seeks to support new research in African political economy with a focus on original data collection, field research and analysis to develop and test general theories of political and economic behavior. CAPERS activities are centered on biannual meetings in which graduate students and faculty discuss research ideas and designs as well as work in progress and completed research. While centered at NYU and Columbia, CAPERS welcomes participation by scholars from other institutions and will normally seek to have guests in attendance and presenting at all meetings.

2 MEMBERSHIP

CAPERS membership is open to all faculty or PhD students at Columbia University or New York University with a demonstrated interest in the collection of original data and evidence to advance knowledge about contemporary African political economy. The roster of members is to be maintained by the rolling steering committee (described below). The number and composition of members is subject to review by the rolling steering committee. Members are included on circulars, are eligible to select or serve as members of the rolling steering committee and have priority in meeting attendance.

3 BI-ANNUAL MEETING STRUCTURE

The bi-annual meetings form the core activities of CAPERS. These meetings have the following features.

- a. **Location.** Columbia University and NYU will alternate hosting CAPERS meetings.
- b. **Funding.** Rolling Committee Members from the host university are expected to secure funding to cover space, meals and travel grants, as described below.
- c. **Duration.** CAPERS meetings typically take place over one day and will generally include five working paper presentations, each one followed by a discussion, including brief comment from a discussant.
- d. **Attendance.** Steering committees will seek attendance of 15-20 members at each meeting. Typically ten of those spots are reserved for presenters (5) and discussants (5). Remaining spots will be allotted by the steering committee, which will generally

seek evenness across universities, balance between Ph.D. students and faculty, and equity over time. Beyond these guidelines, meeting attendance is determined on a first-come first-served basis.

- e. **Guests from other universities.** The steering committee should seek to invite guests from other universities working on African political economy as presenters, discussants or regular attendees. Up to four small travel grants (of up to \$250) are to be made available for each meeting for graduate students from institutions other than Columbia or NYU. Eligible receipts for reimbursement include train or long-distance bus fare, airfare, and/or accommodation.
- f. **Other External Participants.** Host institutions may invite a small number of local (unfunded) participants or observers from among their faculty and graduate student body who are not formal members of CAPERS. Such participants are expected to attend all CAPERS presentations, not merely to attend for one presentation.
- g. **Selection of Papers for Presentation.**
 - i. CAPERS welcomes paper submissions in the form of an abstract from graduate students and faculty from any Northeastern regional institution.
 - ii. The steering committee will select papers that maintain the group's focus on African political economy and development, and that are consistent with the goal of affording each member the opportunity to present at least once every two years. The steering committee should seek a balance of advanced and preliminary papers, faculty and graduate student papers, and NYU and Columbia-affiliates.
 - iii. Authors of papers accepted for presentation will be notified by email at least 3 weeks prior to the meeting.
- h. **Reading Norms.** The following principle is central to the CAPERS approach: **attendees should read and prepare comments on all papers before the meetings.** One discussant is assigned to each paper. Ideally the agenda will pair presenters and discussants with diverse university affiliation and Ph.D. student vs. faculty status (e.g. an NYU faculty member would be the discussant for a Columbia University graduate student presentation).
- i. **Presentation Norms.** Presenters provide a brief set of talking points for the discussion, rather than a substantive presentation. Slides are not used. Presentations should not exceed 5 minutes. Because group discussion of the paper is a priority, the discussant should take no more than 15 minutes in responding to the paper.
- j. **Sharing of Papers.** All presenters should circulate papers, even for preliminary research, at least two weeks in advance of meetings. Any papers not submitted two weeks in advance can be removed from the agenda and replaced by a paper from among the applicant pool. Authors of replacements have one week to submit papers which will then be posted one week before the meetings.
- k. **Publication of Papers.** CAPERS agendas will be made available on-line approximately two weeks prior to a meeting. Papers will only be made publically available online if requested by authors; all papers will however be posted on a private site accessible to members and visiting guests for that meeting.
- l. **Intellectual Property.** Ideas expressed in presentations should be viewed as the intellectual property of the presenter(s), and should not be used without prior permission.