

# Knowledge Transfer for Business Continuity & Disaster Recovery

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**Abstract** - As of late there has been a noteworthy course in regarding knowledge as an authoritative advantage. Writing recommends that if appropriately oversaw, knowledge can be significant to create hierarchical quality and development. Scientists and specialists have distinguished knowledge transfer inside of an association as a vital procedure. They propose that Business Continuity & Disaster Recovery assume a focal part in an associations knowledge transfer. On the other hand, there is a sure hazard connected with giving knowledge transfer (KT) an entirely mechanical methodology, as it is not the Business Continuity & Disaster Recovery arrangements that make esteem, it is still the clients. We in this manner needed to see how diverse Business Continuity & Disaster Recovery influence the correspondence of knowledge from an employee's point of view. To expand this issue we directed a few subjective meetings inside of a knowledge serious organization. We found that apparent engaging quality of Business Continuity & Disaster Recovery in supporting knowledge transfer depends on attributes of Business Continuity & Disaster Recovery as well as to an incredible arrangement on the kind of knowledge that is to be transferred and also employment and errand specific.

**Index Terms** - Knowledge management; Business Continuity & Disaster Recovery; Knowledge transfer; E-mail; Blog; Groupware; Instant messaging

## I. INTRODUCTION

In today's knowledge-based economy, one of the significant wellsprings of upper hand has been the capacity of the firm to transfer outside knowledge productively and adequately. Knowledge transfer is characterized as exercises of trading unequivocal or implied knowledge between two specialists, amid which one operators get and apply the knowledge gave by the other specialists. The specialists could be an individual, group/office or an association. In the writing, knowledge transfer has been given different however related names, for example, knowledge sharing, knowledge streams', knowledge securing' and knowledge activation'. Business Continuity & Disaster Recovery, where a customer association contract out some or the greater part of its Business Continuity & Disaster Recovery capacities to one or more outside sellers, has been sees as an essential business procedure for customer associations to transfer new specialized and business knowledge from the sellers contended that outsourcing Business Continuity & Disaster Recovery to top notch merchants can possibly transfer knowledge that are exorbitant or difficult to create in-house. Moreover, Business Continuity & Disaster Recovery permits the customer associations to recharge its specialized and

business knowledge base keeping in mind the end goal to accomplish coinciding with changing business environment. In their investigation of knowledge transfer in big business asset arranging (ERP) executions, reported that customer associations get new usage, operational and upkeep knowledge from their advisors, so they can learn and later keep up the framework free of the specialist's group. Numerous organizations are progressively taking a gander at IS outsourcing as a method for transferring and utilizing the sellers' predominant specialized and business knowledge and profiting reciprocal aptitudes and authority skill that are not accessible inside of the association's limits. Knowledge transfer from merchants to customers in Business Continuity & Disaster Recovery anticipates happen through an assortment of components. These instruments incorporate manuals, individual development, preparing, perception, presentations and close collaboration with merchants' Business Continuity & Disaster Recovery staff [1]. Knowledge transfer achievement has been characterized in the writing utilizing different methodologies. One methodology of measuring so as to characterize transfer achievement is the quantity of knowledge transfers drawn in amid a sure timeframe. A second approach was proposed as the one that is both viable (legitimately transmitted and utilized) and proficient (utilizing negligible assets). A third way to deal with assessing so as to characterize knowledge transfer is the degree to which the beneficiary sees the knowledge transferred from the source as thorough, valuable and acceptable. The accomplishment of knowledge transfer not just relies on upon the capacity of the source to give the fundamental knowledge, additionally on the normal for the knowledge and the aim and the capacity of the recipient to ingest and use the transferred knowledge. In addition, contrasts in societies, structures and objectives between the source and the beneficiary of knowledge may block cooperation and thusly impede knowledge transfer. Despite the perceived significance and the potential estimation of knowledge transfer in Business Continuity & Disaster Recovery, minimal deliberate and comprehensive examination has been sought after to comprehend the key variables influencing knowledge transfer accomplishment from the merchants to the customer in Business Continuity & Disaster Recovery. Besides, without an intelligible comprehension about the key elements that adds to viable knowledge transfer, supervisors are-left oblivious concerning what they can do to encourage significant knowledge transfer while outsourcing Business Continuity & Disaster Recovery. In this way, the point of the present paper is to investigation the writing to answer the accompanying inquiry: What are the

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key variables that encourage or repress knowledge transfer accomplishment from merchants to customers in Business Continuity & Disaster Recovery? In this study, the seller (i.e. administration supplier) is the wellspring of knowledge and the customer (i.e. administration beneficiary) is the beneficiary of knowledge. The rest of the paper is laid out as takes after. The following area depicts the procedure of information accumulation and investigation. A while later, the key discoveries and dialog are exhibited. The Conclusion segment covers commitments of this paper, suggestions and open doors for future explorations [2].

A. KNOWLEDGE TRANSFER

Knowledge Transfer (KT) is distinguished as one imperative point in the range of knowledge administration/vital administration. At its most fundamental level, knowledge transfer happens when representatives transfer work significant truths, thoughts, recommendations and ability with each other. It has likewise been characterized as: the procedure by which knowledge of one performer is gotten by another separately the dispersal of knowledge starting with one individual or gathering then onto the next inside of the association. In this way, we consider KT to be a method for imparting knowledge between people. The significance of KT has developed for 3 reasons. 1st of all, knowledge itself was perceived as a business advantage by numerous associations. 2nd, there has been a shift far from various leveled to more decentralized hierarchical structures which mean to concentrate on employee’s knowledge to enhance business forms. At long last, progresses in Business Continuity & Disaster Recovery have made new method for knowledge transfer as knowledge can now be transferred quicker and between a bigger numbers of authoritative individuals. In addition KT is vital as, if took care of precisely, knowledge can be moved to areas where it is required and can along these lines be utilized to make upper hand for associations. Vital issues concerning this procedure incorporate the inquiries: What knowledge is to be transferred? How can knowledge be transferred? Why is knowledge transferred? [3].

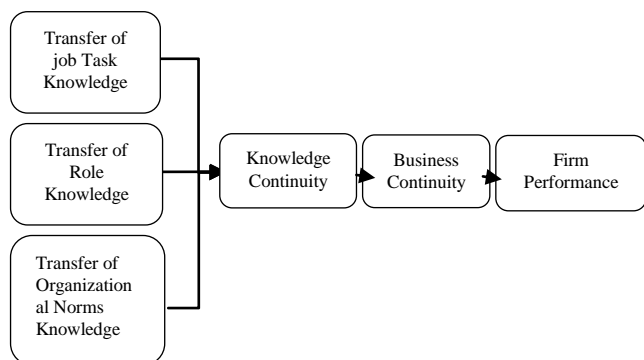


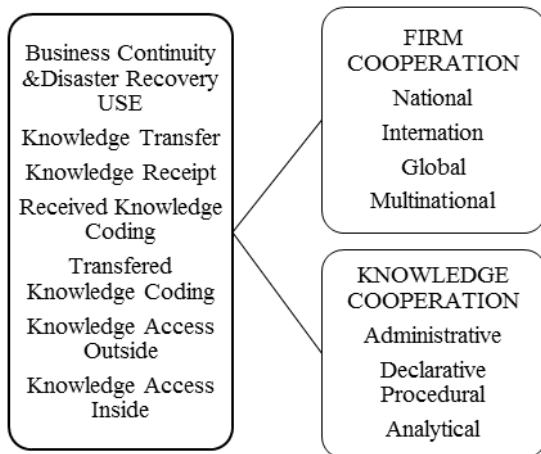
Fig 1: conceptual Model of Knowledge Transfer in Business Continuity and Disaster Recovery [4]

B. How can knowledge be transferred?

Writing proposes that Business Continuity & Disaster Recovery assume a focal part in an associations knowledge transfer because of the very way of these innovations in organizing and advancing correspondence. The utilization of

Business Continuity & Disaster Recovery in a company’s KT procedure can be effective by overcoming transient, physical and social separation imperatives; and increment in extent and pace of information access. Worldly separation can be overcome through putting away knowledge and making it accessible after some time. For instance however knowledge stores, normal timetables, online dialog bunches, and so on. Virtual groups can used to overcome both fleeting and spatial imperatives. Social separation (society, dialect, contrasts in subjective and theoretical edges, and so forth) can be overcome through: instruments encouraging social interpretation (e.g. learning maps). In addition, as indicated by the creator, Business Continuity & Disaster Recovery can distinguish area and availability of applicable information and additionally knowledge specialists. However contend that the adequacy of Business Continuity & Disaster Recovery in supporting knowledge transfer may to an awesome arrangement rely on upon the kind of knowledge that is to be transferred. The creators contend that Business Continuity & Disaster Recovery are by and large utilized for overseeing and classifying knowledge and additionally making systems. Most generally, Business Continuity & Disaster Recovery is said to encourage the catch, stockpiling, recovery and appropriation of express knowledge, so as to make unequivocal knowledge considerably more available and more transferable. Then again inferred knowledge is hard to concentrate, systematize and transfer as it is close to home and installed inside of the human cerebrum. Only it will in this manner not have the capacity to transfer implied knowledge completely and viably. On the off chance that representatives utilize basically unsaid knowledge to tackle an issue, they ought to preferably convey eye to eye than attempting to store it by one means or another. This is as eye to eye correspondence is wealthier in its subtleties and correspondence prompts and hence offers more potential outcomes to transfer the different aspects of inferred knowledge. On the inverse it can prompt issues if workers attempt to classify their implied knowledge to transfer it by means of Business Continuity & Disaster Recovery as critical subtle elements may be lost all the while. Therefore, rather than systematizing inferred knowledge, organizations ought to use Business Continuity & Disaster Recovery to make utilization of their systems administration abilities. This will unite individuals in sharing implicit knowledge without making it unequivocal. This can for instance be accomplished through different groupware applications and intranets that have components, for example, transferred databases, cooperative spaces, propelled correspondence highlights, electronic business repository, mechanized knowledge maps and ability databases, through finding and unite individuals who either look for or have significant or required knowledge. Prior studies concentrate for the most part on the importance of Business Continuity & Disaster Recovery in supporting or encouraging knowledge transfer, nonetheless they miss to inspect the connection between the sort of knowledge that is to be transferred and the kind of Business Continuity & Disaster Recovery that is utilized to do so: Thus, we will look upon how the 4 sorts of knowledge arranged are transferred through the different Business

Continuity & Disaster Recovery utilized at Volvo IT, and how the distinctive attributes innate to these instruments influence KT among the workers. We will focus on 4 Business Continuity & Disaster Recovery's: email; groupware, talk and blog as those exist to transfer knowledge inside of the organization. Each of these instruments has diverse attributes which may influence the employee's decision to transfer inferred or unequivocal knowledge with their assistance. The accompanying area will give short synopses on these Business Continuity & Disaster Recovery and also the different attributes that they have [5].



**Fig 2: Use of KT in Business Continuity & Disaster Recovery [5]**

*C. Why is knowledge transferred?*

As indicated by writing representatives are additionally eager to transfer knowledge through Business Continuity & Disaster Recovery in the event that it offers certain advantages. A few of these advantages as: productivity in succeeding worldly, physical and social separation imperatives, and an increment in extent and velocity of information access. Further on that apparent engaging quality of Business Continuity & Disaster Recovery in supporting knowledge transfer may to an extraordinary arrangement rely on upon the kind of knowledge that is to be transferred. The ease of codification of the knowledge that is to be shared and in this way the „differences in the measure of fitness that is lost in the change process“ are essential for KT's appeal. The writers compose that the recognize what sort of knowledge is generally simple to transfer, in the interim the know-why, know-how, and know-who kind of knowledge is regularly inadequate and will constantly show irreducible contrasts between the genuine expertise and the code-book of how to apply this knowledge. We can along these lines accept that representatives will rather transfer realize what knowledge then know-why, know-how and know-who knowledge as the unpredictability of the last makes their transfer more work-serious, less tasteful in the result and in this manner less appealing to the representation.

*D. What knowledge is to be transferred?*

So as to answer the inquiry: What knowledge is to be transferred? - It is as a matter of first importance vital to characterize what we mean when we discuss knowledge. KM writing all in all demonstrates that there is no all-around

acknowledged meaning of knowledge. Knowledge is characterized as advocated individual conviction. Knowledge is a blend of encounters and experiences then consider knowledge as a mix of information, thoughts, strategies and observations that guide a person's activities and choices. Besides writing regularly recommends a division between information, information and knowledge, when discussing knowledge administration. In this paper we will however contend in accordance with more contemporary writing, that there is minimal reasonable utility in isolating these ideas. We will rather take a gander at what knowledge Volvo Business Continuity & Disaster Recovery representatives really transfer once a day. For this reason we will utilize an arrangement in view of the thought of implied and unequivocal knowledge. Unsaid and unequivocal knowledge can be characterized as taking after: "The most regularly utilized definitions portray express knowledge as knowledge that has been caught and systematized into manuals, techniques, and controls, and is anything but difficult to spread. Inferred knowledge, then again, is then knowledge that can't be effortlessly explained and hence just exists in individuals' heads and brains, and shows itself through their activities." 4 unique sorts of knowledge that representatives transfer when working, contingent on how simple or troublesome it is to transfer or classify implicit into express knowledge: (A) Know-Why - This knowledge alludes to standards and laws of movement in nature, in the human personality and society. Its codification is frequently inadequate as know-why exercises regularly expand on individual abilities. (B) Know-What - This knowledge alludes to actualities, it can be separated into bits and conveyed as information, in that capacity it is generally simple to systematize. (C) Know-Who - This knowledge includes information about who realizes what and who recognizes what to do. It likewise includes the social capacity to co-work and correspond with various types of individuals and specialists. Know-who is very connection subordinate. Its attributes and handiness rely on upon social capital as far as trust, systems and openness. It is along these lines fairly hard to codify. (D) Know-How - The capacity to accomplish something: individually the utilization of abilities and individual knowledge. Parts of expertise may be conceivable to well-spoken and parts of it might be codifiable, yet there will dependably stay irreducible contrasts between the real ability and the code-book of how to apply knowledge [6].

**II. METHODOLOGY, DATA COLLECTION & ANALYSIS**

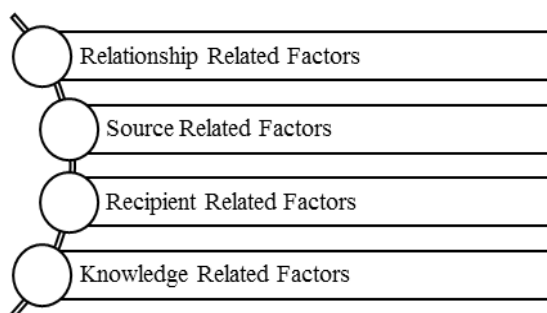
This study endeavored to audit the Business Continuity & Disaster Recovery, knowledge administration and vital administration writing that is basically distributed in prestigious diaries in the most recent nine years [2004-2013]. Books and squeeze papers were barred in this study. Just sure number of prominent related meetings was explored. This is reliable with proposal which was done as a survey of Business Continuity & Disaster Recovery writing and contended that experts and scholastics incline toward utilizing prominent' diaries to secure and disperse new knowledge. Major online databases, for example, Science Direct, ABI/Inform, Business Source Premier and ACM



Digital Library were looked for related articles. Record hunt of some driving IS and Knowledge Management diaries such MISQ, Journal of Strategic Information Systems, Journal of Knowledge Management and Information and Management was additionally done to recognize key related articles. A catchphrase seek strategy utilizing a blend of pursuit terms, for example, knowledge transfer and Business Continuity & Disaster Recovery, knowledge transfer and Business Continuity & Disaster Recovery was utilized. The inquiries were restricted to the period from January 2004 to December 2013 keeping in mind the end goal to remove generally late related articles. This hunt lead to the recognizable proof of 92 articles identified with knowledge transfer in Business Continuity & Disaster Recovery. Given the objective of this study is to pick up a profundity comprehension of different components effectively recognized by different analysts, content investigation was considered to be a proper examination approach. This is reliable with suggestion that substance examination is the most fitting system for dissecting messages, for example, scholarly articles. 20 articles were found to contain examination about a percentage of the variables that effect knowledge transfer in Business Continuity & Disaster Recovery outsourcing [7].

### III. DISCUSSIONS & FINDINGS

The ordered articles proposed that there are 4 fundamental arrangements of elements that impact knowledge transfer achievement in Business Continuity & Disaster Recovery. These sets are:



**Fig 3: Factors effecting the Knowledge Transfer in Business Continuity & Disaster Recovery**

#### A. Relationship Related Factors

The way of the relationship and the association between people of the customer and the merchant associations found to affect the viability and the achievement of knowledge transfer in Business Continuity & Disaster Recovery. A considerable lot of the knowledge transfer challenges stem from hierarchical issues and human asset clashes between the source and the beneficiary of knowledge. The 2 key components that have been distinguished are: hierarchical separation and social ties. Hierarchical separation measures the level of authoritative reconciliation between the source and the beneficiary of knowledge. The knowledge transfer writing recognized 3 principle sorts of hierarchical separation, in particular physical separation, authoritative society separation and national society separation.

#### B. Source Related Factors

This arrangement of elements is identified with the wellspring of the knowledge. The 2 considers that are distinguished in this set are called source capacity and source validity. Source ability is the degree to which the receipt sees the source as proficient and master and has a well off specialized and business knowledge-base. Able and conferred source have a tendency to give time and assets to bolster the transfer of knowledge to the beneficiary. The elements influencing Business Continuity & Disaster Recovery achievement and found that merchant ability is crucial as a fit sellers have a tendency to have incredible repositories of knowledge, aptitudes and mastery. A study on knowledge transfer in ERP usage highlighted the significance of experts' (i.e. source) ability —to offer related and required knowledge, to assemble different aptitudes, and to offer the customer some assistance with configuring and get esteem from the ERP bundle. Source believability is likewise found to encourage knowledge transfer. Source validity is the degree to which a beneficiary see a source to be dependable and trustworthy. Trust is the trust that the source' word is solid and that it will satisfy its commitment as stipulated in the understanding. The effect of trust on Business Continuity & Disaster Recovery achievement and found that common trust encourage knowledge sharing in the middle of merchants and customers. Notoriety has been viewed as key for knowledge transfer achievement in light of the fact that it is frequently utilized as a part of screening and assessing the estimation of the

#### C. Recipient Related Factors

The transfer of knowledge depends not just on the attributes of the knowledge transferred additionally on the learning expectation, absorptive limit and inspiration of the beneficiary of knowledge. Learning aim is the degree to which the receipt can possibly learn and gain new knowledge and aptitudes proposed by the source. Learning goal is found to upgrade the measure of knowledge transferred. On the off chance that the beneficiary has a high learning aim and is extremely self-inspired to get knowledge controlled by the source, it will be better arranged mentally to comprehend and absorb the knowledge. Knowledge partaking in outsourcing venture and observed that knowledge sharing achievement relies on upon the learning plan of the beneficiary and the time and endeavors utilized to gain the knowledge. Another component that found to impact knowledge transfer achievement is absorptive limit. Absorptive limit is characterized as the capacity of the beneficiary to perceive the estimation of the new knowledge gave by the source, absorb it and apply it to business closes. The study, specified above, clarified how knowledge transfer achievement is tremendously identified with that limit of the customers (beneficiary) to assimilate the transferred ERP knowledge from the experts (source) and successfully apply it to business closes. On the other hand, it is found that absence of absorptive capacity is one of the essential elements that hamper knowledge transfer achievement. The basic reason is that a beneficiary's load of former related knowledge and experience is vital to successfully assimilate and use outer knowledge. An essential variable that has been distinguished by the writing to effect knowledge transfer achievement is the inspiration of the beneficiary to investigate and secure important knowledge. It is researched the key determinants of ERP usage knowledge transfer and found that the more

grounded the inspiration to take in, the more probable it is that people will endeavor to ace and utilize new outer knowledge. Inspirations for transferring knowledge range from extraneous impetuses, for example, rewards to inborn inspirations, for example, acclaim and open acknowledgment.

#### D. Knowledge Related Factors

The nature and the attributes of the knowledge being transferred have been perceived as vital components that effect knowledge transfer achievement. Knowledge transfer process in Business Continuity & Disaster Recovery anticipates and found that knowledge transfer achievement is influenced by the implicitness of the knowledge, or how simple or troublesome it is to systematize and express the knowledge that should be transferred. Unsaid knowledge is difficult to be transferred verbally or in composing as it dwells in the psyches of individuals. The intricacy of knowledge has likewise been viewed as a noteworthy obstacle to the achievement of knowledge transfer. Knowledge unpredictability alludes to the quantity of associated schedules, people, advances and assets connected to a specific knowledge. The unpredictable knowledge is prone to include numerous reliant parts and may be hard to be imparted between the source and the beneficiary. Causal vagueness is another inhibitor of knowledge transfer achievement. Causal uncertainty is —the absence of comprehension of the legitimate linkage in the middle of activity and results, inputs and yields, and circumstances and end results. The attributes of knowledge in Business Continuity & Disaster Recovery anticipates in UAE were contemplated and found that knowledge with high causal uncertainty is more testing and much harder to transfer than less vague knowledge. It can be finished up, accordingly, that the more prominent the equivocalness of the circumstances and end results of the knowledge, the more troublesome is to distinguish the related knowledge components and consequently the possibilities of transferring the knowledge are constrained [9].

#### IV. CONCLUSION

Despite the fact that there is a drawing affirmation of the significance of knowledge transfer in Business Continuity & Disaster Recovery, almost no is thought about the key elements that decide the achievement of knowledge transfer from merchants to customers. This study has exhibited an endeavor to survey the writing with a specific end goal to further extending our comprehension of the key elements that influence knowledge transfer achievement in Business Continuity & Disaster Recovery. The discoveries propose that there are 4 set of components: knowledge-related, beneficiary related, source-related and relationship-related that encourage or restrain knowledge transfer achievement. In spite of the fact that this paper does not claim to be thorough, the discoveries displayed have a few vital ramifications for Business Continuity & Disaster Recovery analysts and specialists alike. This audit of former related studies endeavors to set hypothetical establishment for future research that ought to prompt the advancement of a

multifaceted structure for knowledge transfer in Business Continuity & Disaster Recovery. This concentrate additionally gives new experiences and suggestion to trough of customer associations by raising their consciousness of the basic elements that empower or hinder knowledge transfer in Business Continuity & Disaster Recovery anticipates [10]. Our outcomes demonstrated that the kind of knowledge that was to be transferred separately its effectiveness of codification were undoubtedly unequivocal for how representatives saw the allure of a Business Continuity & Disaster Recovery to transfer this sort of knowledge with. Subsequently we can say that for the most part Business Continuity & Disaster Recovery was utilized to transfer recognize what. While transferring this sort of knowledge codification was simple while in the meantime advantages, for example, conveying balanced or one-to-numerous at diverse times and over spaces could be utilized. We likewise saw that if realize what should have been be put away for later get to representatives frequently utilized TeamPlace as knowledge vaults. Be that as it may, it's unstructured nature was frequently scrutinized and really prompt representatives utilizing extra Business Continuity & Disaster Recovery to repay this expense. At the point when knowledge should have been be transferred inside of brief time imperatives individuals picked IM for its synchronous correspondence trademark. At the point when there were no pressing time limitations and knowledge should have been be transferred over space and time imperatives both inside and outside the organization than e-mail's no concurrent trademark was an unequivocal variable in the decision of the Business Continuity & Disaster Recovery as it cleared out time and place to reply at the recipient. Consequently we saw that the real occupation and undertaking specifics were conclusive to some degree for whether Business Continuity & Disaster Recovery qualities were seen as beneficial or not. For functional KT endeavors in an organization our discoveries show that most Business Continuity & Disaster Recoveries will be valuable for transferring realize what knowledge because of their attributes that overcome transient and physical separation, however with regards to transferring know-why/know-how and know, Business Continuity & Disaster Recovery brings to the table.

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