



EUROMESCO JOINT STUDY GROUPS 2020

Terms of Reference

As part of the project “EuroMeSCo: Connecting the Dots”, co-financed by the European Union and the European Institute of the Mediterranean (IEMed), five joint study groups are assembled each year in order to carry out evidence-based and policy-oriented research on previously selected topics. The topics of the five study groups are defined through a thorough process of policy consultations designed to identify policy-relevant themes related to the three priorities of the project (economic development, security and migration), under the guidance of the Contracting Authority.

A EuroMeSCo **Joint Study Group** is made up of four authors, including a Coordinator, who work together towards the publication of a **Policy Study** on a previously defined topic. The members of each group are selected through a competitive call based on the quality of the proposals submitted and the expertise, respecting age, gender and geographical balances.

A Joint Study Group’s work cycle is about six-seven-month long. As detailed below, upon completion of the selection process, it starts with a conceptualization phase involving interactions with policy makers (through a **Connect and Kick Off Meeting**) and other researchers that materializes in a consolidated **Concept Note**. It continues with the desk and field work itself with the objective to generate primary sources, followed by a thorough **peer review** and ultimately the edition and publication process.

The research results and policy recommendations resulting from this joint effort are presented in a policy setting (**Policy Debate**) and disseminated more publicly in **Public Debates**, as well as through **videos and infographics**. The work cycle includes Group Meetings and an **intermediary report**.

FEES:

- Per author: €3750* gross
- Additional fee for the Coordinator: €2000* gross
- Per organizer of a Policy Debate: €1000* gross
- Per organizer of a Public Debate: €500* gross

(*) All required services included



DEFINITIONS

- A **Policy Study** is a policy-oriented (rather than academic) publication made of a short Introduction (+/-500 words), an Executive Summary (+/-1000 words) including the main Policy Recommendations, four chapters (with 5000 to 6000 words each, excluding footnotes and bibliography), and a conclusion (+/-500 words). It is written in English and published in English and Arabic languages and disseminated in printed and online version.
- A **Concept Note** is a four-five pages document elaborated in order to conceptualize the content the Policy Study, and more precisely each of its chapters, as well as to define the work methodology (including a detailed timeline for desk and field research, foreseen activities and estimated budget). The Coordinator and the authors successively prepare a Concept Note to be presented at the Connect and Kick Off Meeting and finalize it based on the inputs the Coordinator receives.
- **Group Meetings** involving all authors are being held at least twice during the research cycle, in addition to regular interactions between the Coordinator and the rest of the team and under the supervision of a member of the EuroMeSCo Academic Secretariat at the IEMed. One Group Meeting is organized a week after the end of the selection process in order to discuss the content and the methodology of the Policy Study. A second Group Meeting is organized during month 2 or 3 in order to take stock of the desk and field work of all authors.
- An **Intermediary Research Activities Report** is a short report the Coordinator sends to the EuroMeSCo Academic Secretariat at the IEMed after the second Group Meeting based on the inputs from the authors. It includes the initial outcomes of the research as well as a memory of field work activities.
- A **Policy Debate** is organized once the Policy Study is published (or before subject to requests) in order to reach out on the main findings and recommendations to a small group of policy makers in a Chatham House format. The location will be defined under the guidance of the Contracting Authority.
- A **Public Debate** is organized once the Policy Study is published in order to reach out to broader audiences, in principle in the institutions/cities of residence of the organizers. They may target audiences such as the civil society, the private sector and academia.
- **Videos**: One animated video will be produced in order to present and disseminate the findings of the Policy Study to a broader audience. In addition, two of the authors may be interviewed in order to further disseminate the results and policy recommendations of the Joint Study Group.
- **Infographics**: at least two infographics will be proposed for each Policy Study in order to potentially illustrate a specific aspect of the research results and accompany their online and offline dissemination.
- **Peer review**: a thorough peer review process involving two independent and anonymous peer reviewers is foreseen. The honorarium foreseen for the authors will not be paid if the peer reviewers conclude that the piece does not meet the minimum quality criteria or if it does not follow the requirements stated in the Concept Note.





RESPONSIBILITIES

The Authors are asked to:

- Respect the deadlines set by the Coordinator and EuroMeSCO's Academic Secretariat at the IEMed (see indicative calendar).
- Engage constructively in Study Group dynamics, which includes participating in two Group Meetings, and contributing to the elaboration of the Concept Note and Intermediary Research Activity Report.
- Deliver a chapter of 5000 to 6000 words (excluding footnotes and bibliography) that will not require any further linguistic editing and that would fully respect the guidelines that will be shared with the authors upon their selection (regarding length, referencing style, fieldwork and other similar issues).
- Upon request by the Coordinator or the IEMed:
 - ✓ Provide the information and data needed for the production of videos and infographics and help in their conceptualization and validation process.
 - ✓ Present research findings in a video interview.
 - ✓ Organize one of the Policy or Public Debates and provide graphic materials and related documentation.

In addition to their responsibilities as authors, the Coordinators are asked to:

- Participate in the authors' selection process, along with EuroMeSCO's Academic Secretariat at the IEMed.
- Coordinate the work of the authors, through regular contacts, and the organization of at least two Group Meetings, in order to ensure the adequacy and coherence of the authors' contributions and the compliance with the guidelines.
- Elaborate the Concept Note and Intermediary Research Activities Report based on the inputs from the authors.
- Participate in the Connect& Kick-off Meeting to present the Concept Note (to be then adjusted based on the inputs received during the meeting).
- Based on the contributions from the other authors and his/her own, write a short Introduction to the Policy Study, an Executive Summary and a Conclusion.
- In coordination with the IEMed, liaise with the authors towards the documentation and conceptualization of the infographics and requested videos.





The IEMed will be responsible for:

- Coordinating the process leading to the identification of the five research themes with the Contract Authority.
- Coordinating the authors, coordinators and peer-reviewers selection process.
- Organizing the Connect and Kick Off Meetings.
- Coordinating the peer-review process and managing the edition, translation, publication and dissemination of the Policy Studies.
- Liaising with the Coordinator on a regular basis to make sure the process is on track and in accordance with the calendar.
- Produce all the dissemination materials (videos, infographics and interviews) based on the inputs received from the Coordinators and the authors.
- Liaising with the authors organizing each of the Policy or Public Debates.

SELECTION PROCESS

Researchers are invited to apply either as authors or as authors and coordinators of a Policy Study. They may not apply in more than two Joint Study Groups. In each annual cycle of the Project, they may participate in only one Joint Study Group.

Coordinators will be selected first, based on the review of their application and proposals. The remaining three authors in each group will then be selected, based on the review of their application.





INDICATIVE CALENDAR

Month -1: Selection of researchers

Month 0: Elaboration of the consolidated Concept Note

- ✓ One week after the end of the selection process: First Group Meeting
- ✓ One week after the Meeting: Coordinators send the Concept Note with the inputs from the authors to the IEMed
- ✓ Two weeks later: Connect& Kick Off Meeting
- ✓ One week later: Coordinators send to the IEMed a consolidated Concept Note incorporating the feedbacks received during the Connect & Kick off meeting

Months 1-3: Desk and field work

Month 2-3: Second Group Meeting

- ✓ One week after the Meeting, the Coordinator sends to the IEMed an Intermediary Research Activities Report with the inputs from all authors.

Month 4: Submission of the first draft of the chapters

- ✓ Authors send their drafts to the Coordinator, as well as concepts and data for infographics
- ✓ Coordinator works on the consolidated study, including the Introduction, Executive Summary with Policy Recommendations and a Conclusion
- ✓ Coordinator sends to the IEMed a first draft of the consolidated study

Month 5: Peer Review Process

- ✓ Peer reviewers have two weeks to work on the chapters and submit their reports to the authors
- ✓ Authors have one week to revise their chapters accordingly

Month 6: Submission of the final draft

- ✓ Peer reviewers check the final draft and send it to the IEMed
- ✓ The IEMed reads the final draft and address final comments to the authors

Month 7: Proof-reading, edition, translation, publication and dissemination

The production of videos and infographics will start in month 4. The organisation of Public and Policy Debates may be organized after the publication of the Policy Study or before, depending on the requests from the Contracting Authority.



ADMINISTRATIVE PROCEEDINGS

Payment: Fees are transferred to the authors after the final draft of their chapters has been received in accordance with the terms of reference. Half of the additional fees to the Coordinators is transferred after the submission of the consolidated Concept Note following the inputs at the Connect & Kick Off Meeting, and the other half after the submission of the final draft of the Policy Study in accordance with the Terms of Reference. Additional fees for the organization of Public and Policy Debates will be transferred ahead of those events.

Contract: A contract will be signed between each author and the IEMed. This contract will include clauses relating to data protection and copyrights surrender, as well as a clause stating that the honorarium will not be paid if the peer reviewer concludes that the piece does not meet the minimum quality criteria or if does not follow the requirements stated in the Concept Note.

