



EUROMESCO JOINT STUDY GROUPS 2021

Terms of Reference

As part of the [EuroMeSCO: Connecting the Dots](#) project, co-funded by the European Union and the European Institute of the Mediterranean (IEMed), five Joint Study Groups are assembled each year 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 to seven months long. As detailed below, upon completion of the selection process, it starts with a conceptualisation phase involving interactions with policy-makers (through a **Connect and Kick Off Meeting**) and other researchers that materialises 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 organiser of a Policy Debate: €1000* gross (including accommodation and travel) or €500 gross if organised virtually
- Per organiser 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 (+/-400 words), an Executive Summary (+/-1000 words) including the main Policy Recommendations, four chapters (with 4000 to 5000 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 to five pages document elaborated in order to conceptualise 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 finalise it based on the inputs the Coordinator receives during the meeting.
- **Group Meetings** involving all authors are held at least three times 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 organised 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 organised during month 2 or 3 in order to take stock of the desk and field work of all authors. A third Group Meeting is organised in parallel with the external peer review process for all the authors to exchange comments and recommendations on each other's chapters.
- 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 organised by the EuroMeSCo Academic Secretariat at the IEMed during the edition and publication process of the Policy Study 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.
- **Public Debates** are organised by the authors once the Policy Study is published in order to reach out to a broader audience, in principle in the institutions/cities of residence of the organisers. They target a mixed audience of researchers, think tankers, policy-makers, private sector and civil society representatives or other stakeholders depending on the topic of the Policy Study.
- **Videos**: One animated video is 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 by the Coordinator for each Policy Study in order to potentially illustrate a specific aspect of the research results and accompany their online and offline dissemination. The IEMed will produce the infographics based on the inputs and content conceptualisation received from the Coordinator and the other members of the Joint Study Group.



- **Peer review:** two Peer Reviewers will be involved in the revision of the Policy Study: one with a more academic background (and will be anonymous) and another with strong policy credentials. 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). The IEMed will accept changes in the agreed calendar only in exceptional circumstances and if notified beforehand.
- Engage constructively in Study Group dynamics, which includes participating in three Group Meetings, and contributing to the elaboration of the Concept Note and Intermediary Research Activity Report.
- Deliver a chapter of 4000 to 5000 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 conceptualisation and validation process.
 - ✓ Present research findings in a video interview.
 - ✓ Organise 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 organisation of at least three 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 conceptualisation 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.
- Organising 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.
- Managing the Arabic translation process of the Policy Study.
- Producing all the dissemination materials (videos, infographics and interviews) based on the inputs received from the Coordinators and the authors.
- Liaising with the authors organising each of the Policy or Public Debates.

SELECTION PROCESS

Researchers are invited to apply either as author or as author and Coordinator 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 1: 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

Months 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
- ✓ Third Group Meeting
- ✓ 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 addresses final comments to the authors

Month 7: Proofreading, edition, translation, publication and dissemination

The content conceptualisation of infographics will start in month 4. The organisation of Public and Policy Debates may be organised 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 organisation 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.

