



EUROMESCO JOINT STUDY GROUPS 2025

Terms of Reference

The Joint Study Groups are assembled each year to carry out evidence-based and policy-oriented research on previously selected topics. The topics are defined through a thorough process of policy consultations designed to identify policy-relevant themes, with a focus on economic development, security, and migration.

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

The work cycle of a Joint Study Group starts with a conceptualisation phase that materialises in a consolidated Concept Note. It continues with the desk and field work itself, followed by a thorough peer review and ultimately the edition and publication process.

The research results and policy recommendations produced by the Joint Study Groups may be presented in a policy setting (Policy Debate) and will be disseminated more broadly through social media, newsletters, videos, infographics, and other channels

FEES:

- Per author: €2500* gross
- Additional fee for the Coordinator: €1200* 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 and published in English. Some may also be translated into Arabic. They are disseminated in printed and online version.
- A **Concept Note** is a four- to five-page document that conceptualises the content of the Policy Study, specifically each of its chapters, and defines the work methodology (including a detailed timeline for desk and field research, foreseen activities, and estimated budget). The Coordinator and the authors prepare the Concept Note to be submitted to the EuroMeSCo Academic Secretariat at the IEMed and finalise it based on the inputs the Coordinator receives thereafter.
- **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** may be organized by the EuroMeSCo Academic Secretariat during the editing and publication process of the Policy Study, with the aim of presenting the main findings and recommendations to a small group of policymakers in a Chatham House format. The Coordinator and/or an Author of the Policy Study may be invited to present the study (or a specific chapter) during the Policy Debate.
- **Peer review:** a Peer Reviewer will be involved in the revision of the Policy Study. The honorarium foreseen for the authors will not be paid if the peer reviewer conclude that the piece does not meet the minimum quality criteria, if it does not follow the requirements stated in the terms of reference and the contract or if the Academic Secretariat assesses that the author has not taken into account the comments from the peer reviewer.



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 the 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).
- Provide a draft executive summary for their respective chapters (appx. 300 words) which will be used by the Coordinator to build the Executive Summary of the Joint Policy Study.
- The Coordinator or the IEMed may request authors to:
 - ✓ 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.

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

- Contribute to the authors' selection process, upon request of the 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 compliance with the guidelines.
- Elaborate the Concept Note and Intermediary Research Activities Report based on the inputs from the authors.
- Submit the Concept Note to the EuroMeSCo Academic Secretariat at the IEMed (to be adjusted thereafter based on the inputs received).
- Based on the contributions from the other authors and their 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 and final selection of the three research themes.
- Coordinating the authors, coordinators and peer reviewers selection process.
- 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.
- Producing dissemination materials if needed, based on the inputs received from the Coordinators and the authors.
- Organising the Policy 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.

HOW TO APPLY

1. Follow us on Twitter: [@euromesco](#)
2. Complete the online form before **7 January, 23:59 CET.**

Applicants affiliated with institutes and think tanks that are members of the [EuroMeSCo network](#) will be given preference.



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: The EuroMeSCo Academic Secretariat at the IEMed sends feedback and inputs on the Concept Note
- ✓ One week later: Coordinators send the IEMed a consolidated Concept Note incorporating the feedback received from the EuroMeSCo Academic Secretariat

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
- ✓ The Coordinator works on the consolidated study, including the Introduction, Executive Summary with Policy Recommendations and a Conclusion
- ✓ Third Group Meeting
- ✓ Coordinator sends a first draft of the consolidated study to the IEMed

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 for the Coordinators will be transferred after the submission of the consolidated Concept Note, incorporating the inputs from the EuroMeSCo Academic Secretariat at the IEMed, and the other half after the submission of the final draft of the Policy Study in accordance with the Terms of Reference.

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, if does not follow the requirements stated in the Concept Note, or if the Academic Secretariat assesses that the author has not taken into account the peer reviewer's comments.