



GUIDELINES FOR APPLICANTS

Scholars Programme on EU-ASEAN Relations

February – March 2024

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Introduction

1.1 What is it?

The “**Scholars Programme on EU-ASEAN Relations (SPEAR)**” is a programme of a series of online discussions targeted at academicians in the ASEAN region, plus Timor Leste.

The programme will provide an opportunity for academicians with demonstrated interest in ASEAN-related issues to increase their understanding of EU-ASEAN relations. The programme is designed to introduce participants to the ‘nuts and bolts’ of EU-ASEAN relations, serve to expose participants to EU-ASEAN cooperation and inform them of latest developments in EU-ASEAN affairs.

SPEAR is organised and funded by the Delegation of the European Union (EU) to ASEAN and implemented by Perfect10 PR.

1.2 Who can apply?

- Applicants must be full-time scholars whose research and teaching focuses on international relations, ASEAN studies, EU foreign policy or related fields.
- Applicants must hold at least a Master’s degree or equivalent.
- Applicants must be citizens and reside in one of the 10 ASEAN countries (Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Vietnam) or Timor-Leste.
- Applicants must be fluent in English.
- Applicants must have a demonstrated interest in EU-ASEAN related issues by providing a clear rationale how the SPEAR programme could support their long-term career goals and chosen career route.
- Applicants must be committed to attend all the programme sessions and to be active in all sessions conducted.

1.3 When/where will it be?

- SPEAR will consist of **8 sessions** with different topics commencing between **February and March 2024**.

- The format of each session will be an online extensive class discussion via Zoom platform. Each session of the programme will be conducted in 2 hours.
- The timing of each session will take into account the four different time zones of ASEAN countries: UTC+06:30 (Myanmar); UTC+07:00 (Cambodia, Laos, Thailand, Vietnam, and western Indonesia); UTC+08:00 (Brunei Darussalam, central Indonesia, Malaysia, Philippines, and Singapore); and UTC+09:00 (eastern Indonesia, Timor-Leste), as well as the time zone of the guest speakers.

See also Chapter 3.

1.4 What are the benefits?

- Participants will attend an extensive class discussion programme with prominent figures in EU-ASEAN relations.
- Participants will have the opportunity to participate/ contribute to some of the EU Delegation's many other intellectual activities.
- Participants will have the opportunity to continue to engage with fellow participants to help advance each other's work.
- All participants will receive an e-certificate recognising their participation in the programme from the EU Ambassador to ASEAN.

1.5 How to participate?

- Application Period: **5 December 2023 – 5 January 2024.**
- There is no registration or participation fee.
- Each applicant must submit:
 - A Curriculum Vitae (CV) detailing education and professional background, career achievement, written publication, etc.
 - A **“Statement of Purpose”** (maximum 500 words). Please also explain how the SPEAR programme could support your long-term career goals and chosen career route.
 - Supporting documents: copy of ID, university master’s degree and a reference letter.
- All the requirements (CV, Statement of Purpose, supporting documents) must be submitted together with the completed registration form no later than **Friday, 5 January 2024 at 12:00 noon (Jakarta time) via online at: www.eu-spear.org**

1.6 Selection of Participants

- Based on the best statements, there will be a **maximum of 20 applicants** selected to participate in the programme.
- Evaluation of the statements will be conducted by the EU Delegation to ASEAN.
- Announcement of the selected participants will be posted on the above-mentioned website and EU social media on **Wednesday, 17 January 2024.**

Programme Timeline

Programme Launch/ Call for Applicants		5 December 2023
Submission of Applications		5 December 2023 – 5 January 2024
Announcement of Selected Participants		17 January 2024
Programme Sessions		February – March 2024
Certificate of Participation		March 2024

Potential Topics and Indicative Schedule

3.1 Potential Topics

- EU-ASEAN Strategic Partnership
- EU-ASEAN People-to-People Interaction
- EU Strategy for Cooperation in the Indo-Pacific
- The Role of EU and ASEAN on Current Geopolitical Issues and Tensions
- EU-ASEAN Trade and Investment
- EU-ASEAN Collaboration on the Environment and the EU Green Deal
- EU Global Gateway: an Instrument to Strengthen EU-ASEAN Partnership

3.2 Indicative Schedule

Indicative Dates of the Sessions:

- Session 1 & 2: Wednesday, 21 February 2024
- Session 3 & 4: Wednesday, 28 February 2024
- Session 5 & 6: Wednesday, 6 March 2024
- Session 7 & 8: Wednesday, 13 March 2024

Indicative Time:

- Morning Session: 09:00-11:00 Jakarta time (UTC +7:00)
- Afternoon Session: 13:00-15:00 Jakarta time (UTC +07 :00)

Note: The date and time will also need to take into account the guest speakers' availability/ time zone.

Terms and Conditions for Participation

4.1 Application Procedure

Application to the SPEAR Programme is subject to the completion of the online registration form via www.eu-spear.org. Registration will be acknowledged by e-mail. Acceptance notifications will be sent by email approximately 1 week after the application deadline.

4.2 General Rules

- A participant from ASEAN Region is defined as someone who resides in one of ASEAN Member Countries and Timor-Leste.
- We welcome applications from participants representing their respective universities domiciled in the ASEAN Region, not only scholars but also researchers from the university research institution. A reference or recommendation letter from the university should be submitted along with the registration form.
- We are limiting our programme to a maximum of 20 participants. This means that not all applications can be accepted. It is therefore very important that any personal or professional considerations be taken into account before applying to participate in the programme. The selected participants have to ensure that they commit to participate in all 8 sessions.
- In cases when the number of applications exceeds the number of places available in this programme:
 - We will in the first instance allocate one place to each ASEAN Member Countries and Timor-Leste.
 - Potential remaining places will be allocated in a manner that ensures the right balance between ASEAN Member Countries and Timor-Leste, with a maximum of two participants per country.
 - When relevant, we will operate a waiting list system.
- Participation in the programme shall imply full acceptance of the terms and conditions.

4.3 Virtual Classroom Rules

- **Set-up a virtual classroom platform on your device**

The programme sessions will be conducted via **Zoom** platform. The zoom link to join in each session will be sent via email along with the Session Invitation.

- **Find your quiet place**

Participants of the programme should have a quiet space with adequate internet connection so they can join the sessions without any interruptions. Once a session is underway, every participant is in an encroachment-free zone with no background noise.

- **Be prepared**

Participants should be prepared and connect five minutes before a session starts. Please prepare in advance any questions or views related to the topic discussed in each session. We would like the sessions to be interactive and expect active participation. Here are what you might need to prepare beforehand:

- A pen and paper
- Be familiar with the device and the zoom platform, ensuring the audio and video feature are available and ready to be used
- Fully charge or connect your device before session starts
- Check lighting
- If possible, turn off any notification alerts

- **Be on time in each session**

- **Mute your mic except when it is your turn to speak**

- **Raise a hand when you want to say something and wait until you are invited to speak**

- **No eating**

A glass or bottle of water is acceptable. However, no eating or drinking during the virtual sessions is a general rule most participants would appreciate.

Contact

Scholars Programme on EU-ASEAN Relations (SPEAR)

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www.eu-spear.org