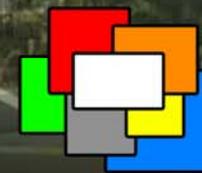


Research Fellows interested in public policy are placed with key parliamentary committees and departments where they engage in a variety of research and report-writing projects.

The COR Research Fellowship Program supplements the capacity of the Iraqi parliament and exposes Iraqi experts to the work of their legislature.

A long-term goal of the Program is to foster the development of a new generation of Iraqis experienced and engaged in making policy through the democratic legislative process.

Iraqi Council of Representatives Research Fellowship Program



Fellowship Handbook

March 2009

Council of Representatives

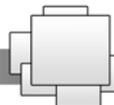
Research Fellowship Program

Handbook

March, 2009



This handbook sets out the terms and conditions of the Council of Representatives (COR) Fellowship Program. The COR reserves the right to change the terms and conditions of participation from time to time, without prior notification.



Research Fellowship Program Sponsors

The COR Research Fellowship Program encourages participation by non-partisan sponsors interested to support research that will improve the quality of public debate on key policy and legislative questions facing the people of Iraq. Organizations interested to sponsor Research Fellows should contact:

Director
Parliamentary Development Center
c/o Members Affairs and Parliamentary Development Committee

Research Fellowship Sponsors



The USAID Legislative Strengthening Program (LSP) assists to build the capacity of the Iraqi Council of Representatives (COR) and guide its future institutional development along a sustainable democratic path. LSP was developed by USAID in close consultation with the COR. USAID is the principle United States Government agency dedicated to providing international humanitarian relief and support for countries engaged in democratic reform.

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1. INTRODUCTION

The Research Fellowship Program makes researchers and subject experts available to the Iraqi Council of Representatives (COR) to conduct in-depth research requested by committees and directorates. Research Fellows conduct and report upon research to improve the quality of debate on specific topics.

The Fellowship Program is a highly prestigious program of research awards made through a competitive selection process conducted periodically during the year.

The COR benefits from this initiative by obtaining access to expertise and knowledge focused on issues of topical, technical and political interest in the upcoming year. Research topics may include, but not be limited to the following policy issues: economy, energy, elections, corruption, fiscal policy, transportation, education, human rights and health care. The research topics addressed by Fellows will respond to the requirements of the COR.

Other features of the Fellowship Program:

- Fellows are selected from Applicants in a competitive process
- Fellows receive a monthly Fellowship Award to cover their costs
- Fellowships are no longer than six months
- Each Fellow is assigned to a Host Committee or Host Directorate of the COR
- Fellows are managed and monitored by a Fellowship Manager
- The technical work of the Fellow for the host committee is supervised by the Fellowship Supervisor designated by the host committee

- The research products developed by Fellows become property of the Iraq Parliamentary Development Center
- Participation in the Fellowship Program is governed by General Terms of Participation (common to all Fellows), and Specific Terms of Participation (tailored to each Fellowship)

2. DEFINITIONS

Fellow – a person selected to participate in the COR Research Fellowship Program who has agreed to the General and Specific Terms of Participation in the Program.

Fellowship Applicant (or Applicant) – a person who has submitted an application to become a Fellow under the COR Research Fellowship Program.

Fellowship Award – A monthly honorarium or stipend paid to the Fellow during his or her participation in the Research Fellowship Program

Fellowship Manager – the person appointed by the Program Director to provide regular management and administrative support to the Fellow during participation in the Program. The Fellow should address all questions about the terms and activities of the Program to the Fellowship Manager to whom he or she has been assigned.

Fellowship Program Director – the person given overall authority by the Parliamentary Development Center to manage the Fellowship Program.

Fellowship Supervisor – the person assigned by the Host Committee to guide and direct the research activities of the Fellow, who makes sure the Fellow understands the needs of the Committee, receives the research products from the Fellow, arranges for meetings needed by the Fellow either to obtain input and information, or to provide the research products to the Host Committee or other interested parties.

General Terms of Participation – General rules and requirements to be followed by all Fellows as a condition of participation in the Fellowship Program and receipt of the Fellowship Award. The General Terms of Participation are included in this Handbook.

Host Committee (or Host Directorate) – a committee or directorate of the COR that has requested the services of a Fellow and is actively supervising the Fellow's research activities

Research Product – each Fellow, in consultation with the Fellowship Supervisor and Fellowship Manager will define the most appropriate mechanism(s) for delivering his or her research findings to the COR. This may include one or more of the following:

- Verbal Briefing (may include presentation materials and handouts)
- Briefing Notes
- Research Paper
- Written Recommendations
- Analytical Materials (e.g. budget analysis, spreadsheet model)
- Website Contents
- Other written or graphic material as needed to best present the research results

Selection Criteria – criteria used to evaluate and short-list fellowship applications, applicants and proposed research topics.

Specific Terms of Participation – Specific rules and requirements tailored to each Fellowship. The Specific Terms of Participation are documented in an agreement between the Fellow and the Fellowship Program Director.

3. ELEGIBILITY TO PARTICIPATE IN THE FELLOWSHIP PROGRAM

The COR Research Fellowship Program welcomes applicants from all persons across Iraqi society.

The applicant must hold or expect to hold a MA/MSc or PhD/DPhil, or be able to demonstrate equivalent, substantial research experience.

Because Fellowships are non-partisan research positions, the Fellow cannot hold a high level administrative or political position in any political party. Fellows should be neutral on political issues and focused on the academic research that reflects a balanced approach which is reflected in final the research product.

An applicant may only submit one Fellowship Application at a time. Proposals for more than one research project will not be considered. Fellows are encouraged to submit a new Fellowship Application, if desired, after successful completions of a previous Fellowship.

4. APPLICATION REQUIREMENTS

The following materials constitute a complete application to participate in the Research Fellowship Program:

- Fellowship Application Form completed and signed by the Applicant
- A letter from the Applicant expressing interest to participate in the Program and including an outline of the research topic, if known at the time of application
- The Applicant's curriculum vitae
- Writing samples of the Applicant's prior work, preferably published research (analysis, findings)

To request an Application Form, or to obtain guidance on completing the Form or concerning the submission requirements please send an email request to fellowship@iraqlsp.com.

5. SELECTION PROCESS AND CRITERIA

All complete applications that are received will be evaluated against the Selection Criteria (see below). The applications will be rank ordered and a shortlist of the top applicants will be created.

Evaluation Criteria:

Relevancy of the Proposed Research Topic – does the research topic proposed by the Applicant serve to increase the knowledge base of the COR as a means to stimulate debate and elevate the quality of policy debate or to improve current or proposed legal, managerial or administrative reforms addressed by the COR?

A research project that is a repetition of the Applicant's earlier research will not normally be considered suitable, although a proposal may have developed from earlier work. A similar proposal should not have been submitted as part of another current or previous application. Research topics typically will be selected based on the expressed needs of the committees, but an Applicant may propose a research topic he or she feels would be valuable for the institution of parliament (submit an outline of the study with the application).

Capabilities of the Applicant – is the candidate well qualified to pursue the proposed research based on a review of educational qualifications and professional experience as presented in the curriculum vitae, and as demonstrated by the writing sample submitted by the Applicant?

Prior Research Experience – has the candidate demonstrated the ability to conduct and present research, as shown by the experience indicated in the Applicant's curriculum vitae and writing sample.

All shortlisted Applicants will be called for an interview by a Selection Committee appointed by the Parliamentary Development Committee. The Applicant is responsible to provide one or preferably multiple working email and/or telephone contacts for the purpose of notifications and invitation to the interview.

Unsuccessful Applicants may reapply at a later date.

6. GENERAL TERMS OF PARTICIPATION

As a condition of participation in the Research Fellowship Program the Fellow agrees to respect and abide by the following general terms of participation:

- 6.1 The Fellow agrees to conduct research for the benefit of Members of Parliament, COR Committees or Directorates, and the citizens of Iraq.
- 6.2 When present at the COR or Parliamentary Development Center, and whenever participating in meetings, presentations or events as a Fellow, the Fellow agrees to act in professional manner, with proper decorum and respectful of Members and staff of the COR.
- 6.3 The Fellow agrees to comply with the Fellowship Program Ethics Policy and Non-Partisan Research Policy.
- 6.4 Fellows are not permitted to negotiate the research topics directly with committees. The Fellowship Manager, Fellowship Supervisor and the Fellow will hold an initial meeting to discuss and agree the objectives and dimensions of the research topic.
- 6.5 Fellows are required to attend an orientation meeting prior to or at the start of the fellowship.
- 6.6 The Fellowship Manager and Fellowship Supervisor will arrange for the Fellow to have access to the COR and will assist to arrange briefings with committee chairs, Members of Parliament, staff of the committee and other departments that will support their work within the COR.
- 6.7 The Fellow is expected to attend academic roundtable discussions and conferences that are organized by the host committee from time to time and as required.

- 6.8 Fellows must meet regularly with the host committee to update their COR counterparts on the status of their research work.
- 6.9 Fellowships may be awarded up to 6 months depending on the scope of the research required by the committee. The committee may request more than one research product over the term of the assignment.
- 6.10 A monthly Fellowship Award will be made to the Fellow if the General and Specific Terms of Participation are met by the Fellow. The Award is not a salary but is intended to meet all expenses related to the research.
- 6.11 Fellows are expected to spend a minimum of 20 hours per week engaged in the Fellowship research activities.
- 6.12 Participation as a Fellow does not create an employer/employee relationship. The Fellow is not an employee of the COR, the Committee, the Parliamentary Development Committee, or a sponsor of the Research Fellowship Program.
- 6.13 The Fellowship Award is the sole benefit paid to the participating Fellow. The Fellowship Program does not provide health or disability insurance, pension contributions, paid leave or holidays, or any other fringe benefits to the Fellow.
- 6.14 The COR has a health care facility available to Fellows during working hours for emergency care only.
- 6.15 During the period of the Fellowship, the Fellow will be required to attend various Conferences and meetings arranged by COR to discuss progress under the fellowship. The costs of attending these events should be covered within the fellowship award.

- 6.16 Fellowships must be started immediately upon signing the Specific Terms of Participation. The start and end dates of the Fellowship will be indicated in the Specific Terms of Participation.
- 6.17 The Fellow will submit reports to the Fellowship Manager and Fellowship Supervisor as follows:
- (a) A brief Monthly Progress Report is to be submitted during the first week of each month (a suggested format for the Monthly Progress Report will be provided during the Fellowship Orientation or by the Fellowship Manager). The first Monthly Progress Report may be submitted up to 2 weeks after the start of the Fellowship, and must contain a proposed schedule of Fellowship activities and list of research products.
 - (b) The final Monthly Progress Report, considered the Final Report for the Fellowship, will include a stand-alone summary of the research objectives, approach, findings and recommendations.
 - (c) Research products are to be submitted, as they are completed, together with the next Monthly Progress Report.
- 6.18 In addition to providing the research products and presentation(s), the Fellow agrees to discuss and answer questions related to the research, findings and recommendations to the satisfaction of the Host Committee, with the objective to inform debate in the Committee and transfer pertinent knowledge.
- 6.19 The Fellow is required to make at least one presentation of the research work to the Host Committee. This may take place, for example, at a committee meeting, roundtable or seminar. The Host Committee, not the Fellow, will be responsible to organize and provide the facilities for presentations (and bear the related costs).
- 6.20 Fellows will be supervised by the committee that has prepared the scope of work for the research study.

- 6.21 The final monthly Fellowship Award will not be paid to the Fellow until the final Monthly Progress Report and all Research Products have been submitted and accepted by the Fellowship Manager. If the final Monthly Progress Report is judged to be unsatisfactory the Fellow will be asked to amend the Report and/or provide a formal response to specific issues of concern. If the Fellowship is not satisfactorily concluded the Fellow may be ruled ineligible to participate in future Fellowships.
- 6.22 Payment of the final Fellowship Award will be withheld pending receipt of the final research or study report. Failure to submit these may result in the loss of the final payment. No further Application from the Fellow will be accepted if the final report remains outstanding.
- 6.23 Research Products created by the Fellow under the fellowship will become the property of the COR/PDC. As such the Products may be published in whole or in part by the COR/PDC.
- 6.24 Fellows are allowed and encouraged to publish or otherwise disseminate the results of their research after obtaining permission in advance from the COR. All published papers will acknowledge that the research was sponsored by the COR and host committee and cite the award reference using the following: *This research was funded by the Iraq Council of Representatives.*
- 6.25 A Fellowship may be terminated at any time for any cause at the discretion of the Fellowship Program Director in consultation with the Host Committee.
- 6.26 If a Fellow discontinues the research, he or she must inform the Fellowship Manager immediately. The Fellowship will then be terminated.

