



# **GUIDELINES FOR APPLICANTS**

## **Scholars Programme on EU-ASEAN Relations**

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2<sup>nd</sup> Edition - November 2025

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## Introduction

### 1.1 What is it?

The “**Scholars Programme on EU-ASEAN Relations (SPEAR)**” is a series of discussions for academics in the ASEAN region, including Timor Leste.

The programme offers university lecturers, scholars and researchers with demonstrated interest in ASEAN-related issues to deepen 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.

The 1<sup>st</sup> edition of SPEAR was launched in December 2023, followed by a selection process and a series of sessions for the 20 selected participants in February-March 2024 in an online format. This 2<sup>nd</sup> edition will be a two-day event in Jakarta, Indonesia and held in-person format.

SPEAR is a programme funded by the Delegation of the European Union (EU) to ASEAN. The programme is implemented by Perfect10 PR, serving as the Organiser, and is responsible for coordinating all logistical, administrative and programme-related arrangements.

### 1.2 Who can apply?

- Applicants must be full-time or part-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 residents of 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 fully committed to attending and actively participating in all the programme sessions.

- Previous participants of the SPEAR programme may be considered, depending on factors such as:
  - The level of engagement and contribution in the earlier edition.
  - The relevance of their current research or teaching.
  - The added value of their participation in this edition

### 1.3 When and where will it be?

- SPEAR 2025 will consist of **7 sessions** (incl. 3 site events) covering a range of topics, commencing on **11-12 November 2025**.
- Each session will take the form of an in-person, interactive class discussion of approximately two hours.
- The programme will be held at Yudistira Room of Artotel Gelora Senayan Hotel Jakarta, Indonesia. Venue details:
  - Artotel Gelora Senayan Hotel
  - Jl. Pintu Satu Senayan, Jakarta 10270 Indonesia
  - Phone: (62 21) 5095 9000 | WhatsApp: (62) 819 3827 9000
  - Email: [happening@artotelgeloraseenayan.com](mailto:happening@artotelgeloraseenayan.com)
  - <https://artotelgeloraseenayan.com>

*See also Chapter 3.*

### 1.4 What are the benefits?

- Participants will engage in in-depth discussions with prominent figures in EU-ASEAN relations.
- Participants will gain opportunities to participate in/ contribute to other activities organised by the EU Delegation.
- Participants will have the opportunity to continue to network with fellow participants and the EU and ASEAN representatives to support and advance each other's work.
- All participants will receive a certificate recognising their participation in the programme from the EU Ambassador to ASEAN.

### 1.5 How to participate?

- Application Period: **2 September – 3 October 2025**.
- 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, 3 October 2025 at 12:00 noon (Jakarta time)** via online at: [www.eu-spear.org](http://www.eu-spear.org)

## 1.6 Selection of Participants

- **A maximum of 20 applicants** will be selected to participate in the programme, based primarily on the quality of their Statement of Purpose.
- 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 **Monday, 20 October 2025**.
- Selected participants will receive support with travel arrangements for the duration of the programme. Details of the required administrative procedures are provided in these guidelines.

*See also Chapter 5.*

## Programme Timeline

|                                          |                                                                                     |                              |
|------------------------------------------|-------------------------------------------------------------------------------------|------------------------------|
| Programme Launch/<br>Call for Applicants |    | 2 September 2025             |
| Submission of Applications               |    | 2 September – 3 October 2025 |
| Announcement of Selected<br>Participants |    | 20 October 2025              |
| Participants Travel Arrangement          |   | 21 – 30 October 2025         |
| Participants Arrival in Jakarta          |  | 10 November 2025             |
| Programme Sessions                       |  | 11 – 12 November 2025        |
| Participants Return                      |  | 13 November 2025             |

## Potential Topics and Indicative Schedule

### 3.1 Potential Topics

- The EU-ASEAN Strategic Partnership
- People-to-People Connectivity between the EU and ASEAN
- The EU Strategy for Cooperation in the Indo-Pacific and the ASEAN Outlook on the Indo-Pacific
- The Role of the EU and ASEAN on Current Geopolitical Issues and Tensions
- The EU-ASEAN Trade and Investment
- The EU-ASEAN Collaboration on the Environment, Climate Change and Sustainable Development
- The EU Global Gateway: an Instrument to Strengthen EU-ASEAN Partnership

### 3.2 Indicative Schedule

#### Indicative Dates of the Sessions:

- Sessions Day 1: Tuesday, 11 November 2025
- Sessions Day 2: Wednesday, 12 November 2025
- Visit to the ASEAN Secretariat: Tuesday, 11 November 2025
- Visit to the EU Delegation: Wednesday, 12 November 2025

#### Indicative Time:

- Morning Sessions: 08:00-12:00 Jakarta time (UTC +7:00)
- Afternoon Sessions: 13:30-17:00 Jakarta time (UTC +7:00)

*Note: The topics, 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](http://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 is defined as a citizen and resident of one of the ASEAN Member States or Timor-Leste.
- Applications are welcome from representatives of universities within the ASEAN Region, including both scholars and researchers from university-affiliated research institutions.
- A reference or recommendation letter from the university should be submitted along with the registration form.
- The programme is limited to a maximum of 20 participants. As a result, not all applications can be accommodated. Applicants are therefore strongly advised to carefully consider personal and professional commitments before applying, as selected participants are expected to fully commit to attending all sessions.
- In the event that applications exceed the available slots:
  - Priority will first be given to ensure that each ASEAN Member States and Timor-Leste is represented by at least one participant.
  - Any remaining slots will be allocated in a manner that ensures balanced representation across all countries, with a maximum of two participants per country.
  - When applicable, a waiting list system will be implemented.
- Participation in the programme constitutes full acceptance of these Terms and Conditions.



## 4.3 Classroom Rules

To ensure a productive, respectful, and engaging learning environment, all participants are kindly requested to observe the following rules throughout the programme sessions:

- **Punctuality**  
Participants are expected to arrive on time for each session and to return promptly after scheduled breaks to avoid disruptions. Registration is mandatory before each session.
- **Respect and Courtesy**  
All participants shall demonstrate respect toward moderators, speakers, and fellow participants by listening attentively and refraining from side conversations or interruptions. Please raise a hand when you want to say something and wait until you are invited to speak.
- **Active Participation**  
Participants are encouraged to contribute meaningfully to discussions, exercises, and group work, while allowing equitable opportunities for others to share their views. 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.
- **Use of Electronic Devices**  
Mobile phones and other electronic devices should be set to silent mode. Their use during sessions should be limited to programme-related purposes.
- **Collaboration**  
Group activities should be approached with professionalism, respect, and an openness to diverse perspectives and experiences.
- **Confidentiality**  
Any personal or sensitive information shared during session discussions should be treated as confidential and not disclosed outside the programme context.
- **Adherence to Instructions**  
Participants are expected to follow the directions and guidelines provided by moderators, including time management and completion of assigned tasks.
- **Health and Safety Compliance**  
Participants must comply with venue rules and safety procedures, including any instructions related to emergency protocols.
- **Professional Conduct**  
A constructive, positive, and professional demeanour is to be maintained at all times in order to support a conducive learning atmosphere.
- **No eating**  
A glass or bottle of water is acceptable. However, no eating or drinking during the sessions is a general rule most participants would appreciate.

## Participants Travel Arrangement

SPEAR 2025 will provide support for the travel arrangements of participants to ensure their full participation in all programme sessions. Please note that certain administrative arrangements apply and must be followed, as outlined below. Please read these guidelines carefully to ensure eligibility for full support.

### 1. Travel

- Each participant will receive a pre-paid economy-class air ticket covering travel from their country of residence to Jakarta, Indonesia, and back.
- Air travel will be arranged with a standard commercial airline carrier.
- Indonesian participants travelling by ground transport (e.g. train or bus) will receive a pre-paid ticket covering travel to and from Jakarta.

### 2. Accommodation

- Participants will be provided with three nights' accommodation in a Deluxe room with twin/queen bed (subject to availability) at Artotel Gelora Senayan Hotel, Jakarta.
- Breakfast for one person is included.
- All incidental expenses (telephone charges, laundry/dry cleaning services, room service, beverages/minibar, etc.), are the participant's responsibility, and must be settled directly with the hotel at check-out.

### 3. Meals and Allowance

- Buffet breakfast will be served daily at the hotel.
- A number of meals during the SPEAR programme will be pre-arranged and pre-paid. Meals outside the official programme will be at the participants' personal expense.
- To support incidental expenditures, each participant will receive an allowance of IDR 1,600,000 in cash and IDR 100,000 in e-money card on Day 1 of the programme. The original outbound boarding pass must be presented to receive this allowance. Participants will also be required to sign a receipt.
- Any costs beyond the provided allowance must be borne by the participant.

### 4. Insurance

Travel insurance will be arranged and covered for all participants for the duration of the programme (4 days).

## **5. Transportation**

- Transportation between Soekarno-Hatta International Airport (Jakarta) and Artotel Gelora Senayan Hotel will be arranged for all participants upon arrival and departure.
- A shuttle service (minivan) will operate at designated times from both the airport and the hotel. Participants are kindly requested to inform the Organiser of their arrival and departure times in advance.
- Other transportation expenses related to the programme – such as travel to the ASEAN Secretariat or the EU Delegation premises – are expected to be covered using the e-money card provided as part of the participant allowance.
- Should participants require assistance with navigating public transportation in Jakarta, the Organiser's staff will be available to provide guidance throughout the programme.

## **6. Weather, Dress-Code and Safety**

- Indonesia has a tropical climate with two distinct seasons: the dry season (April to October) and the monsoon season (November to March). Temperatures remain hot and humid throughout the year, averaging between 25°C and 32°C.
- Participants are required to adhere to a formal dress code or business attire throughout the programme. In consideration of Indonesia's tropical climate, it is recommended that lightweight and breathable fabrics be worn to maintain comfort.
- Jakarta is considered a quite safe city. However, participants are advised to take the usual precautions when travelling abroad (e.g. be mindful of pickpockets, safeguard belongings).

## **7. Others**

- To facilitate smooth travel arrangements, participants are kindly requested to submit a scanned copy of their passport by email to the SPEAR Committee at the earliest convenience.
- It is essential that participants retain the original boarding passes for all flights. Upon completion of travel, the inbound boarding pass must be scanned and promptly submitted by email to the SPEAR Committee. In the event of a lost boarding pass, participants will be required to provide a scanned copy of the relevant passport pages showing entry to and departure from Jakarta, as supplementary evidence of ticket usage.
- Any participant who wishes to extend their stay may do so at their own expense and will be responsible for making the necessary hotel arrangements. This also applies to any changes to return flight itineraries, which must be communicated to the Organiser in advance.
- For any inquiries regarding travel arrangements, participants should contact the Organiser directly at **info@eu-spear.org**.

## **Contacts**

### **Delegation of the European Union to ASEAN**

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<https://eeas.europa.eu>

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[www.eu-spear.org](http://www.eu-spear.org)



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