



IARMJ

International Association of Refugee & Migration Judges

Established at Warsaw, 18 September 1997

EUROPEAN CHAPTER

Notice of call for expressions of interest

Pool of experts

Revision, update and further development of the EASO Professional Development Series for members of courts and tribunals

The International Association of Refugee and Migration Judges (IARMJ) is mid-way through a four year Framework Contract with the European Asylum Support Office (EASO) for the review, update and further development of the Professional Development Series (PDS) for members of courts and tribunals. See <https://easo.europa.eu/courts-and-tribunals>

In July 2018, under the terms of this contract, IARMJ established a pool of experts who wished to be commissioned to provide expert research, didactic, and editorial services relating to the above services. IARMJ has decided that the midpoint of this Framework Contract is the right time to seek to refresh the pool and to update the particulars of those already included in it.

Eligibility

Those eligible to apply are members of courts and tribunals (part-time or retired), judicial assistants, lawyers, law academics, legal consultants, and staff from international organisations with an expertise in EU asylum law who fulfil specified eligibility requirements (see below).

Anyone interested is invited to register an interest by **17 June 2020**.

Registration procedure

Interested persons should submit a CV and cover note which sets out how they fulfil the minimum requirements set out below (see point 9) to Liesbeth van de Meeberg (info@iarmj.org) by 17 June 2020. Interested persons are requested to ensure they set out their experience and relevant expertise, e.g. by reference to previous contributions to preparation of training materials, judicial decisions, any publications (books or articles) in the field of EU asylum law etc.

Inclusion on the list entails no obligation on the part of IARMJ concerning the conclusion of contracts. The recording and processing of personal data (such as contact details and CV) will be performed in accordance with relevant safeguards on the protection of individuals with regard to the processing of personal data.



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Information Note

In line with its mandate under its founding Regulation (EU) 439/2010 and in close cooperation with courts and tribunals of EU Member States as well as other key actors, EASO has been developing the Professional Development Series (PDS). The PDS is a set of materials, specifically tailored to the needs of members of courts and tribunals in the EU+ countries, aimed at providing a full overview of the Common European Asylum System (CEAS) on a step- by-step basis. The PDS contains, for each subject, an analysis of the legal situation in the subject at hand; a compilation of relevant sources including, but not limited to, jurisprudence, legislation and academic writings; a guidance note for judicial trainers based on the EASO common professional development methodology to be used during facilitators' workshops and such other didactic tools as may be appropriate, such as case studies, training exercises etc. The judicial analyses serve both as a reference source and a training tool. The materials are intended to be of use both to those with little or no prior experience of adjudication in the field of international protection within the framework of the CEAS as well as to those who are experienced or specialist judges or tribunal members in the field. The aim is to set out clearly and in a user-friendly format the current state of the law.

1. The work so far

To date, experts from the pool have completed or are in the process of completing work on six contracts, namely:

- reviews of four sets of PDS materials on Article 15(c) Qualification Directive (2011/95/EU), Exclusion: Articles 12 and 17 Qualification Directive (2011/95/EU), Ending International Protection, and Qualification for International Protection;
- an update of the PDS materials Exclusion: Articles 12 and 17 Qualification Directive (2011/95/EU);
- the development of PDS materials on Vulnerability in the context of International Protection.

Eleven researchers and two didactic/editorial experts from the existing pool have undertaken commissioned work so far.

2. Anticipated work between 2020 - 2022

It is anticipated that, in the period 2020 – 2022, there will be a number of further contracts concluded with EASO in respect of which IARMJ will be seeking to commission those from the pool to review or update PDS materials. They may include:

Service	PDS Subject
	Introduction to the Common European Asylum System for courts and tribunals
	Asylum procedures and the principle of <i>non-refoulement</i>

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Review service	Evidence and credibility assessment in the context of the Common European Asylum System
	Judicial practical guide on country of origin information
	Detention of applicants for international protection in the context of the Common European Asylum System
Update service	Article 15(c) Qualification Directive (2011/95/EU)
	Ending international protection: Articles 11, 14, 16 and 19 Qualification Directive (2011/95/EU)
	Qualification for international protection (Directive 2011/95/EU)
	Introduction to the Common European Asylum System for courts and tribunals
	Asylum procedures and the principle of <i>non-refoulement</i>
	Evidence and credibility assessment in the context of the Common European Asylum System
	Judicial practical guide on country of origin information
	Detention of applicants for international protection in the context of the Common European Asylum System

It is also possible there will be a contract for development of a new topic.

It is not possible, at this stage, to state the precise services that EASO may commission IARMJ to undertake or the concerned subjects as these will be specified in the specific contract(s) which are yet to be agreed.

3. Description of services

The experts will assist IARMJ with the provision of the following services:

- Service 1: Review of EASO professional development material

Provide judicial expertise on the content and quality of the published PDS materials from both a content and didactic perspective and deliver recommendations to EASO in the form of a report on the need for their update including the scope, the extent and the timeliness of a possible update.

- Service 2: Update of EASO professional development material

Provide judicial and didactic expertise to update the content of the materials on specific subjects according to terms of reference defined by EASO in consultation with IARMJ.



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- Service 3: Development of EASO professional development material

Provide judicial and didactic expertise to deliver a comprehensive judicial analysis and judicial trainer's guidance note on a new subject for the PDS.

4. Responsibilities of researchers and didactic/editorial experts

Service 1: Review of EASO Professional Development Series material

Researcher

IARMJ will engage a researcher to undertake preparatory background research and judicial analysis of the quality of EASO PDS materials (Judicial Analysis and Judicial Trainer's Guidance Note) on a specified subject from both a content as well as a didactic perspective. The terms of appointment will require him/her to carry out his/her tasks according to a specified time limit. The research will be designed to establish whether the PDS materials on a specified subject require updating and to what extent; and to deliver draft recommendations in the form of a report on the need for updating the PDS materials including the scope, the extent and the timeliness of a possible update.

The researcher will conduct and deliver his/her work under the guidance of an Editorial Team of judges and members of tribunals.

Service 2: Update of EASO Professional Development Series material

Researcher

IARMJ will engage one or more researchers, depending on the level of updating required, to prepare draft updated content for EASO PDS materials (Judicial Analysis and Judicial Trainer's Guidance Note) on a specified subject in consideration of the necessity to ensure a judicial approach and high standards of didactic expertise, in accordance with the terms of reference defined by IARMJ and EASO. The terms of appointment will require his/her/their tasks to be carried out according to a specified time limit.

The researcher(s) will conduct and deliver his/her/their work under the guidance of an Editorial Team of judges and members of tribunals.

Didactic/editorial expert

IARMJ will engage a didactic expert to provide expertise in the update of a Judicial Analysis and Judicial Trainer's Guidance Note (JTGN) with regards to the didactic content, for example, the inclusion of checklists, flow-charts, tables, diagrams, decision-trees, links, case studies, training exercises and other such didactic tools as appropriate given the subject-matter and the use of the materials. The didactic/editorial expert will carry out specified editorial and proof-reading tasks and ensure that the updated Judicial Analysis and JTGN are presented in a format and style which adhere to the EASO Style Guide.



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The terms of appointment will require him/her to carry out his/her tasks according to a specified time limit. The didactic expert will conduct and deliver his/her work under the direction of an Editorial Team of judges and members of tribunals.

Service 3: Development of EASO Professional Development Series material

Researcher

IARMJ will engage a team of up to six researchers (and didactic experts) to prepare draft content to form part of a comprehensive judicial analysis for a specified subject in the EASO PDS consisting of an analysis of the legal situation in the subject at hand; a compilation of relevant sources including, but not limited to, jurisprudence, legislation and academic writings; a Judicial Trainers Guidance Note that incorporates an updated guidance note of possible professional development methodology to be used during facilitators' workshops and such other didactic tools as may be appropriate, such as case studies, training exercises etc. Their terms of appointment will require them to carry out their tasks according to a specified time limit.

The researcher will conduct and deliver his/her work under the guidance of and in line with a 'research methodology' agreed by an Editorial Team of judges and tribunal members.

Didactic/editorial expert

IARMJ will engage a didactic/editorial expert who will be one of the up to six experts working within a drafting team as mentioned above. The terms of appointment will require him/her to carry out his/her work according to specific time limits. He/she will have responsibility:

- To prepare a specialised bibliography and compilation of relevant jurisprudence to accompany the Judicial Analysis.
- To coordinate with the experts in the drafting team to ensure the collation and consolidation of their draft texts into a Judicial Analysis and Judicial Trainer's Guidance Note ready for delivery to the Editorial Team in accordance with the deadlines set out in the stated schedule.
- To ensure that the Judicial Analysis and Judicial Trainer's Guidance Note are presented in a format and style which adhere to the EASO Style Guide.
- To provide the didactic content of the Judicial Analysis and Judicial Trainer's Guidance Note, for example, the inclusion of case studies, checklists, flow-charts, tables, diagrams, decision-trees, links etc. as appropriate given the subject-matter and the use.

5. Copyright and acknowledgement

Expert researchers and didactic experts will be commissioned on the condition that they assign their copyright to IARMJ. However, their role in authoring the drafts will be fully acknowledged in the final publication which will be undertaken by EASO. The ownership of the results shall be fully and irrevocably acquired by EASO including copyright and other intellectual property rights. The rights will be acquired by EASO from the



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moment the results are delivered by IARMJ. The precise basis of the agreement relating to copyright and acknowledgement will be set out in the specific service contract between EASO and IARMJ.

6. Place and mode of work

The work will be carried out at the expert's own premises through electronic communication. The team of researchers and didactic experts working on the development of a Judicial Analysis and Judicial Trainer's Guidance Note on a new subject will attend an online or face to face 'kick-off meeting' with some members of the Editorial Team and the Project Manager at the beginning of the contract period. When a face to face meeting is to take place, attendance at this meeting may require travel within the EU. Such meetings typically take place in one afternoon and do not require an overnight stay. In addition, for the development service, the Editorial Team may invite a designated lead expert from the team of researchers to attend an Editorial Team meeting. Attendance at this meeting may require travel within the EU. Such meetings typically take place over two days and require an overnight stay. IARMJ will cover travel and accommodation (if necessary), in accordance with EU guidelines, incurred in the attendance of project meetings.

The working language is English.

7. Duration of assignments

The specific contract(s) will specify the type of services required, the subject in the EASO PDS concerned, and the timeframe (starting date and duration) of the assignment. Therefore, a schedule of work for services for specified subjects can only be drawn up once specific contract(s) are concluded. Based on the EASO Tender Specification, the approximate duration for the completion of services per subject are as follows:

Review of materials per subject:	5 months
Update of materials per subject:	8 months
Development of materials per subject:	12-14 months

It should be noted that when duly justified, these periods may be extended.

Researchers and didactic/editorial experts commissioned for a service on a specified subject must be able to commit to the relevant above-mentioned period for that service, bearing in mind that period may be extended when justified and in consultation with the researchers and didactic/editorial experts.

It should be noted that, where possible and considered appropriate by the Editorial Team, the researcher who carried out the review service for the PDS materials on a specified subject may be appointed to carry out any update of those materials given that, having carried out the review, s/he will have knowledge of the relevant legislative and jurisprudential developments, and the feedback from EASO's network of court and tribunal members and the judicial trainers piloting the relevant materials. As such, IARMJ welcomes expressions of



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interest from persons able to commit to both review and, if contracted by EASO, update services on a specified subject.

Work for researchers and didactic/editorial experts within these service timeframes will be phased, as there will be periods during these timeframes when the draft set of materials are under review by the Editorial Team. Applicants must be in a position to commit to carrying out the requisite work (which may require as much as approximately 100-400 hours, depending on the position, service, and subject) and to do so within stipulated time-limits.

8. Selection process

Please note that, at this stage, IARMJ only wishes to establish a pool of expert researchers/didactic/editorial experts who are interested in being commissioned to provide review, update and/or development services under specific contracts to be concluded under the framework contract. The number of experts to be recruited will be dependent on the contracted services.

Once a specific contract is concluded with EASO, IARMJ will proceed to make a selection from the pool (it may be that a request for further information is made at this stage).

Selection will be undertaken by the Editorial Team. Selection will be on the basis of expertise (legal, editorial and/or didactic), experience, and availability.

9. Selection criteria

Experts shall be selected on the basis of their professional and technical experience and ability to perform the tasks described in this call according to the following criteria:

Minimum requirements for researchers

- University degree (master's level minimum)
- Minimum of three years of experience in research in the field of migration and asylum
- In depth knowledge of EU asylum law
- Excellent research, analytical, writing and editing skills
- Extensive experience of drafting legal texts
- Ability to draft legal text in English to publication standard
- Proficient in written and spoken English (C2 level)
- Relevant IT skills

Minimum requirements for didactic experts

- University degree (master's level minimum)
- Minimum of three years of experience in developing didactic content (e.g. training materials, manuals, handbooks)



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- Proficient in written and spoken English (C2 level)
- Relevant IT skills (tables, figures, diagrams, charts, pictorial representations etc.)

Minimum requirements for editorial experts

- University degree (master's level minimum)
- Minimum of three years of experience in editing and proof-reading materials in English
- Proficient in written and spoken English (C2 level)
- Relevant IT skills

10. Terms of payment

Those commissioned as researchers/didactic experts will be paid a lump-sum payment. Those who are invited to apply for a specific service will be informed of the payment amount.

Payment will only be made once the deliverable has been approved by EASO and payment for the service received by IARMJ from EASO.

Date of publication of notice

28 May 2020