



National Policy Conference Grants Guidelines and instructions

Description

In order to encourage researchers to disseminate their research results to policy makers, academics, and other interested parties at the national level, PEP offers grants of \$CAN 2500 (no budget required) as a contribution toward the organization of a national policy conference. Instructions and conditions regarding contract agreements and grant disbursement are provided below (see National Policy Conference – instructions), followed by important advice from PEP that teams shall consult before applying for this grant.

Instructions

At least eight weeks prior to the conference, PEP researchers interested in organizing such an event are required to submit a

- **PROPOSAL** (see Advice and indications below), including
 - o a description of the objectives of the conference (the core information to be communicated, and to what purposes – policy recommendations),
 - o a detailed draft conference program,
 - o an initial list of targeted invitees and guest speakers, and
 - o a strategy for announcing/publicizing the conference at the national level (in order to get key stakeholders AND the media to attend).
- **draft POLICY BRIEF** – see advice below

Grant disbursements are generally made (only) following the activity and upon presentation of a satisfactory (ex-post) activity report, which must be filled within the template provided by PEP to this end, and that we suggest you consult prior to designing your proposal: http://www.pep-net.org/fileadmin/medias/pdf/Call_for_proposal/Guides/NationalConferenceReportMASTER.doc

PEP will also require that :

- 1) you use the PEP communications material formats for the various types of documents that will be exposed or published for the event:
 - a. the Working Paper (which will be edited and formatted by PEP)
 - b. the Policy Brief (again, edited and formatted by PEP)
 - c. the events' flyer or brochure, if any
 - d. the PowerPoint presentation used to present the project (to be created using the "PEP model", which will be provided prior to the event)
- 2) you provide photos and, if possible, a video recording of your conference, to be used in PEP's communications - in order to help us extend the reach of your project findings (and promote your expertise/reputation as an expert analyst) through our international networks and platforms.

N.B. This grant is available only to teams with an approved final report.

Advice and indications

1. The overwhelming objective of PEP's policy conference grants is to encourage the dissemination and discussion of the results of PEP-funded research with relevant policy makers and other potential users. In many countries, we have encountered policy makers or other research users who indicate to us that they are not at all aware of PEP-funded work by researchers in their own country and area of activity. **In your proposal**, we need you to convince us that your conference will adequately address this concern and reach all of the key potential users of your PEP research results. You can do this in part by providing an initial list of targeted individuals and institutions that you mean to invite, and also by providing some evidence that the presentations will be policy-focused. Please provide us with a fairly detailed preliminary program (with your grant request) so that we can better understand how the event will be organized.
2. **In regards to the event's program**, PEP wants you to go beyond a unidirectional communication of academics telling policy makers what to do or what are their findings. We want a policy conference format that provides time and mechanisms for a two-way discussion. You may, for example, want to designate one or two key policy makers or other stakeholders as discussants for the presentations. You may also want to reserve some time for a panel discussion where policy makers and other stakeholders would have their chance to speak. You would need to carefully organize this panel with a clear issue (question) to address and a careful choice of panelists.
3. These **grants are provided only to teams with** an approved final report and, preferably, a published PEP working paper. You are also required to produce a draft policy brief in preparation of the event. These briefs will be published on the PEP website with links to your working paper. It is important that the policy messages that you would like to communicate be clearly defined well in advance (in your proposal). As the policy brief' main purpose is to communicate the policy implications of your findings, it can be used (distributed) at the national level to incite participation to your event. Research teams shall submit their draft of policy brief to PEP's admin team, and PEP' communications officer, Marjorie Alain (marjorie.alain@ecn.ulaval.ca), will work on its edition and formatting before publication. See examples of recently published PEP policy briefs here: http://www.pep-net.org/no_cache/publications/policy-briefs/
4. You may want to organize your national policy conference as part of an ongoing policy conference series and/or in collaboration with the relevant government ministry or another "client" institution (NGOs, international organizations, etc.) in order **to ensure maximum visibility**. Make sure also to contact and invite strategic **media** representatives, for the news of your conference and, mostly, the nature of its content, to be communicated to the general public and the populations it concerns (this may in turn compel policymakers' acknowledgement and reactions)
5. You might consider **involving other PEP (or non-PEP) presenters** in order to have more material and confrontation of ideas at the conference.
6. You might want to consider how this conference could **lead to closer collaboration (possibly even some financing) with research users in the future**. If participants become enthused and would like to encourage more or new research, how could this be done? It would be helpful to indicate any strategy you may have in this regard. You might want to prepare a proposal for a regular policy seminar series or even a new research initiative. PEP could provide support in preparing such a proposal and in seeking funding for it.
7. PEP strongly encourages applicant teams to consult the [template](#) of the **ex-post activity report** that they will be required to fill before grant payments are released (see instructions

above), to have a better idea of PEP's expectations in terms of policy outreach and impact in the context of such events.

8. Finally, do not forget to **appoint somebody to visually document the event** - take photos and/or, ideally, produce a video recording of the entire event.

Let us know quickly if and when you have the intention of organizing such a policy conference and how we could help you in the process. Please inform any of the following PEP staff members - with all others in Cc:

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