

THE POLICY CORNER

TEAM PROFILE

We are looking for a team of 5 students.

Experience in one or more of the following areas is desired: policy writing, editing, fundraising, media design, event planning. Experience in setting up and working in non-profit organizations strongly preferred. Fluency in French and/or German is an advantage (although the project's primary working language is English).

PARTNER

The Policy Corner

www.policycorner.org

Registered Association under German law (The Policy Corner e.V.)

Rheinstraße 22

12161 Berlin

GERMANY

PERSON IN CHARGE OF THE PROJECT

Felix Hoffmann, President

Sarah Bressan, Vice President

BRIEF DESCRIPTION OF THE INSTITUTION & CONTEXT OF THE PROJECT

The Policy Corner is an inclusive, independent platform for students and young professionals to publish research-based articles on global issues. Our mission is to empower young scholars to engage in public debate while providing readers with innovative commentaries on current policy challenges. All articles are subject to double-blind peer review, providing contributors constructive feedback on their argument and writing.

EDUCATIONAL CONTENT

Our goal is to give students and young professionals the tools to engage in policy debates on meaningful topics related to their field of study, gain experience in project management and acquire organizational skills. At the same time, students will have the chance to improve their writing and editing skills. Students participating will be able to apply the knowledge they have gained in their studies in practice, and gain hands-on experience in setting up an organizational structure, organizing events and writing competitions, editing, writing, fundraising, outreach and communications.

This projet collectif offers the opportunity to work with an engaged international team, in a startup like environment. Project management skills that can be acquired include market analysis, building upon the organizational structures of a policy writing network set up by the 2018/19 Projet Co group, coordinating the

work of said project, putting out call for papers and editing submissions, ensuring sustainability of the organizational structures beyond the projet collectif itself.

With support from the Policy Corner Team in Berlin, students will be asked to work on and enlarge the Policy Writing Network Paris, which includes taking up clear roles and responsibilities for individuals, ensuring reliable communication and pursuit of the aims of the organization. The organizational structure consists, but is not limited to, chair and vice-chair, fundraising, recruitment, outreach, editorial and copy-edit.

In addition, students will be asked to use the established structures to organize three calls for papers within the Sciences Po student body on a topic of their choosing. This requires a clear communication and outreach strategy to encourage submissions, reviewing and copy-editing the submissions and working to encourage a global audience to engage with the articles on The Policy Corner website.

The call for papers will serve as a stress test for the established organization and lessons learned should be implemented before the end of the projet collectif to ensure the sustainability of the Policy Writing Network Paris.

RESULTS AND DELIVERABLES INTENDED

- Develop clear roles for the Paris Local Chapter of The Policy Corner and assign responsibilities.
- Develop and implement a project management plan.
- Plan and implement three call for papers on different topics at Sciences Po including outreach (both for submissions and encouraging engagement with articles on www.policycorner.org); reviewing and copy-editing submissions.
- Ensure at least 15 external submissions and turn them into high-quality publications on The Policy Corner, including peer-review and copy edit according to The Policy Corner guidelines.
- Ensure the sustainability of established structures by including new members, and clearly define aims and responsibilities.
- Submit at least one original article on The Policy Corner (each team member), including review process and publication.

SCHEDULE

- September 2019: Clear role descriptions will be developed and responsibilities will be assigned. The team will develop a detailed project management plan and develop their own ideas on what to accomplish with this project.
- October 2019: Monthly meeting with our coordinator in Paris. Discussion of the project management plan, progress in setting up organizational structures, as well as first results for topics and outreach strategy for the calls for papers.
- November 2019: input on peer-review and editorial guidelines, presentation of strategy for calls for papers. Deadline first Call for Papers.
- December 2019: discussion of progress and challenges. Submission deadline for individual op-eds. Outreach work for the calls for papers.
- January 2020: discussion of progress (focus on organizational structures, project flow). Deadline second Call for Papers.
- February 2020: Mid-way meeting in Paris. Presentation of results of calls for papers, discussion of challenges. Sustainability strategy for the Paris Local Chapter of The Policy Corner.
- March 2020: Peer-review and copy-edit of submitted articles. Deadline third Call for Papers.

- April 2020: outreach and communication strategy to get readers engaged on policycorner.org.
- April/ May 2020: Final Meeting with focus on future aims and structure of the Paris Local Chapter of The Policy Corner.

METHODOLOGY

Representatives from the Berlin team of The Policy Corner will meet three times in Paris: to kick off the project, halfway through, and at the end of the year. On a monthly basis, our coordinator in Paris will organize a meeting and give different thematic inputs (setting up an organization; peer-review and copy-edit process; communication...), which will support the group's work and will be an opportunity to discuss progress. The Paris team is expected to meet weekly to coordinate ongoing project management, communication and their work.

LOGISTIC

The students will have access to the Team Projects' room, equipped with a computer, a printer and a phone. In cooperation with the Project Collectif students, Policy Corner aims to enable students to come to Berlin for a joint workshop with Policy Corner and expert guests. Costs will need to be covered through successful fundraising.