



GUIDELINES FOR APPLICANTS

Scholars Programme on EU-ASEAN Relations

3rd Edition

Jakarta, 18 & 19 November 2026

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Chapter 1

Introduction

1.1 What is it?

The **Scholars Programme on EU-ASEAN Relations (SPEAR)** is a programme comprising a series of discussions for academics and other scholars from the ASEAN Member States.

The programme provides an opportunity for academics (university lecturers, scholars and researchers) with demonstrated interest in EU-ASEAN-related issues to increase their understanding of EU-ASEAN relations and to actively contribute to discussions. The programme aims to familiarise participants with the key mechanisms of EU-ASEAN strategic partnership, highlight areas of collaboration, and provide updates on recent developments. Additionally, it serves as a platform for participants to put forward actionable recommendations directly to the EU Mission to ASEAN's representatives.

The 1st edition of SPEAR was conducted as a series of online sessions February-March 2024. The 2nd edition was held as a two-day, in-person programme in November 2025 in Jakarta, Indonesia. Following the success of previous editions, the 3rd edition of SPEAR will take place on 18-19 November 2026 in Jakarta, Indonesia.

SPEAR is organised and funded by the European Union (EU) Mission to ASEAN and implemented by Perfect10 PR.

1.2 Who can apply?

Applicants should meet the following criteria:

- Currently a scholar, lecturer, or researcher, with a focus on international relations, ASEAN studies, EU foreign policy, regional and global affairs, or related fields.
- Hold a university degree (preferably a master's degree or higher).
- A citizen and resident of one of the 11 ASEAN Member States (Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Timor-Leste, Vietnam).
- Fluent in English.
- Have a demonstrated interest in EU-ASEAN relations, European affairs, and related issues by explaining how participation in the SPEAR programme could support their long-term career goals and career development.
- Be committed to attending and actively participating in all the programme sessions.

Applicants who have participated in previous editions of SPEAR may also be considered.

1.3 When and where will it be?

- SPEAR 2026 will take place on 18-19 November 2026.
- The programme will be held in Jakarta, Indonesia, at:

Artotel Gelora Senayan
Jalan Pintu Satu Senayan, Jakarta 10270 Indonesia
Phone: (62 21) 5095 9000, WhatsApp: (62) 819 3827 9000
Email: happening@artotelgeloraseenayan.com
<https://artotelgeloraseenayan.com>

- Participants are expected to arrive at least before dinner reception, by 18:00 on 18 November 2026 and depart on 20 November 2026.
- The EU Mission to ASEAN in Jakarta, in coordination with Perfect10 PR, will support the selected participants with travel arrangement for the SPEAR programme. Selected participants will therefore be required to comply with certain administrative arrangements, as described in these guidelines.

See also Chapter 5 (Participants Travel Arrangement).

1.4 What is the programme format?

- The programme will be conducted in-person and will comprise three panel sessions and one workshop session. Each session will last approximately 90 minutes.
- Participants are encouraged to come prepared and actively engage in the discussions by raising questions, sharing perspectives and proposing recommendations related to each session theme.
- As a culmination of the programme, participants will jointly develop a **SPEAR Policy Recommendations**, reflecting the discussions among peers, experts and EU and ASEAN representatives. SPEAR will include a workshop session during which participants will work in small groups, using a standardised drafting template to identify key challenges and opportunities, propose joint actions and highlight the main barriers to implementation.
- The resulting document will provide a valuable basis for discussions in the context of the **EU-ASEAN 50th Anniversary of the Dialogue Partnership in 2027** and the desire to elevate the strategic partnership towards a **Comprehensive Strategic Partnership (CSP)**.

See also Chapter 3 (Potential Topics and Indicative Schedule).

1.5 What are the benefits?

- Participants will take part in an extensive class discussion programme with experts and/or officials working on EU-ASEAN relations.
- Participants may have opportunities to engage in and contribute to additional initiatives hosted by the EU Mission to ASEAN.
- Participants will have the opportunity to build and maintain connections with peers as well as EU and ASEAN representatives, fostering future collaboration.
- In anticipation of the 50th Anniversary of the EU-ASEAN Dialogue Partnership, participants will jointly develop a SPEAR Policy Recommendations.
- All participants will receive a certificate, recognising their participation in the programme, from the EU Ambassador to ASEAN.

1.6 How to participate?

- Application Period: **7 September – 5 October 2026.**
- There is no registration or participation fee.
- Each applicant must submit:
 - A **Curriculum Vitae (CV)** detailing their educational and professional background, career achievements, publications and other relevant experience.
 - A **Statement of Purpose** (maximum 500 words), explaining their motivation, career goals, interest in EU-ASEAN relations, European affairs, and how participation in SPEAR could contribute to their long-term career development.
- **Supporting documents:** 1) a copy of ID, 2) certificate of the highest university degree acquired, 3) a reference letter.

All required documents (CV, Statement of Purpose and supporting documents) must be submitted together with the completed registration form no later than **Monday, 5 October 2026 at 12:00 noon (Jakarta time, UTC+7) via online at: www.eu-spear.org**

** Personal Data Protection*

All personal information and supporting documents submitted as part of the application will be treated with strict confidentiality. Personal data will be used solely for the purposes of application review and evaluation, in accordance with applicable data protection regulations.

1.7 Selection of Participants

- A maximum of **25 applicants** will be selected based on the strength and alignment of their applications and Statements of Purpose.
- Evaluation of the statements will be conducted by the EU Mission to ASEAN.
- Announcement of the selected participants will be posted on the above-mentioned website and @EUinASEAN social media channels on **Monday, 19 October 2026**.

Chapter 2

Programme Timeline



Chapter 3

Potential Topics and Indicative Schedule

3.1 Potential Topics

- 50 Years of EU-ASEAN Relations: Geopolitical Realities, Political and Security cooperation, and Human Rights
- The Next Digital & Decarbonised Frontier: EU-ASEAN Strategic Cooperation on Trade and Sustainable Transformation
- Bridging Regions through Global Gateway: Unlocking EU-ASEAN Infrastructure, Energy and Knowledge Networks

3.2 Indicative Schedule

18 November 2026

- Arrival: Early afternoon
- Orientation Session (Voluntary): 16:30-17:30
- Welcome Dinner: 18:00-20:00

19 November 2026

- Morning Session (two panel discussions): 08:00-12:00
- Afternoon Session (one panel discussion and one workshop): 13:30-17:30

20 November 2026

- Departure

Note: The final date and time will be confirmed considering the availability of guest speakers and relevant time-zone differences.

Chapter 4

Terms and Conditions for Participation

4.1 Application Procedure

Applications to the SPEAR Programme must be submitted through the online registration form available at www.eu-spear.org. Applicants will receive an acknowledgement by email upon submission of their application.

The application period closes on **5 October 2026 at 12:00 noon (Jakarta time, UTC+7)**. Applicants will be notified of the outcome on **19 October 2026**.

4.2 General Rules

- A participant from ASEAN region is defined as a person who is a citizen of, and resides in, an ASEAN Member State.
- Applications are welcomed from participants representing universities based in the ASEAN region, including not only scholars but also full-time researchers and lecturers affiliated with university research institution. A reference or recommendation letter from the applicant's university must be submitted together with the registration form.
- The programme is limited to a maximum of 25 participants. As a result, not all applications may be accepted. Applicants should carefully consider their personal and professional commitments before applying. Selected participants are expected to commit to and attend all sessions.
- If the number of applications exceeds the number of available places:
 - One place, will, in the first instance, be allocated to each ASEAN Member State.
 - Any remaining places will be allocated to ensure a balanced representation of ASEAN Member States.
 - Where appropriate, a waiting list will be established.
- 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 expected to observe the following rules throughout the programme:

- **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**
Participants shall show respect towards moderators, speakers and fellow participants by listening attentively and refraining from side conversations or interruptions. Participants should raise their hand when they wish to speak and wait to be invited to do so.
- **Active Participation**
Participants are encouraged to contribute meaningfully to discussions, exercises and group work, while allowing equal opportunities for others to share their views. Participants are encouraged to prepare in advance any questions or views related to the topic discussed in each session.
- **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 openness to diverse perspectives and experiences.
- **Confidentiality**
Any personal or sensitive information shared during session discussions should be treated as confidential and should not be disclosed outside the programme context.
- **Adherence to Instructions**
Participants are expected to follow the directions and guidelines provided by moderators, including those relating to time management and the completion of assigned tasks.
- **Health and Safety Compliance**
Participants must comply with venue rules and safety procedures, including instructions relating to emergency protocols.
- **Professional Conduct**
A constructive, positive, and professional demeanour is to be always maintained in order to support a conducive learning environment.
- **No Eating During Sessions**
Eating during sessions is not permitted. Participants may have a glass or bottle of water with them, but other food and beverage should not be consumed during the sessions.

Chapter 5

Participants Travel Arrangement

The EU Mission to ASEAN, through its Organiser (Perfect10 Public Relations) is pleased to provide travel and logistical support to SPEAR 2026 participants.

Please note that certain administrative arrangements and requirements apply to this support. These are outlined below. Participants are kindly requested to read these guidelines carefully and comply with the requirements to ensure that they remain eligible to receive the full support provided under the programme.

1. Air Travel

- One return economy-class air ticket will be provided from the participant's country in the ASEAN region to Jakarta, Indonesia.
- To facilitate smooth travel arrangements, participants are kindly requested to submit a scanned copy of their passport by email to the Organiser at the earliest opportunity.
- It is essential that participants retain the original boarding passes for all flights. Upon completion of travel, the boarding passes must be scanned and promptly submitted by email to the Organiser. 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.
- Participants from Indonesia and travelling to Jakarta by ground transportation (e.g. from Bandung) may be eligible for reimbursement of reasonable travel costs. Participants must obtain prior approval from the Organiser for their ground travel arrangements. Original tickets or other valid proof of travel must be retained and submitted to the organiser as required.
- Participants wishing to extend their stay in Jakarta may do so at their own expense and will be responsible for making their own arrangements. Any changes to the return flight itinerary must be communicated to the Organiser in advance. Any additional costs arising from such changes will be borne by the participant.

2. Accommodation

Two nights' accommodation in a Deluxe Room with twin or queen bed, subject to availability, including breakfast for one person, will be provided at the designated hotel.

All incidental expenses, including telephone charges, laundry and dry-cleaning services, room service, beverages, minibar charges and other personal expenses, will be borne by the participant and must be settled directly with the hotel at check-out.

3. Meals and Incidental Expenses

Daily buffet breakfast will be provided at the designated hotel. Selected meals during the SPEAR programme will be pre-arranged and paid for by the Organiser. Meals that are not pre-arranged will be at the participant's own expense.

Participants will receive an allowance to cover meals and other incidental expenses not otherwise provided for under the programme. The allowance will be payable on the first day of the programme.

Participants must present the original boarding pass for their flight from their city of departure to Jakarta and sign a receipt in order to receive the allowance. Any expenses exceeding the allowance will be borne by the participant.

4. Insurance

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

5. Transportation

- Transportation between Soekarno-Hatta International Airport (Jakarta) and the designated hotel will be arranged and provided by the Organiser for participants upon arrival and departure.
- Participants who make any changes to their flight arrangement must inform the Organiser in advance to ensure that the airport transfer arrangement can be adjusted accordingly.

6. Weather, Dress Code and Safety

- Indonesia has a tropical climate with two distinct seasons: the dry season (April to October) and the rainy season (November to March). Jakarta is typically warm and humid throughout the year, with temperatures generally ranging from 25°C to 32°C.
- Participants are required to observe a **formal dress code or business attire** throughout the programme. In consideration of Indonesia's tropical climate, lightweight and breathable fabrics are recommended for comfort.
- Jakarta is generally considered a safe city. Nevertheless, participants are advised to take the usual precautions when travelling abroad, including safeguarding personal belongings and remaining alert to the risk of pickpocketing.

7. Other Arrangements

- For any enquiries regarding travel arrangements, participants are kindly requested to contact the Organiser in the first instance at **info@eu-spear.org**.

Chapter 6

Contact

Delegation of the European Union to ASEAN

Menara Astra, 38th floor, Jl. Jenderal Sudirman Kav. 5-6 Jakarta 10220, INDONESIA

E-mail: delegation-asean@eeas.europa.eu

<https://eeas.europa.eu/asean>

Scholars Programme on EU-Relations (SPEAR)

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Mr Shofwan Al Banna (International Relations Expert)

Ms Tungga Laras Swania (Programme Organiser)

www.eu-spear.org



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