



The Researcher's Guide to CEPR

The purpose of this document is to inform Programme Directors and CEPR Researchers about the purpose, structure and operations of CEPR.

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1 About CEPR

Drawing together the expertise of its Research Fellows and Affiliates, CEPR initiates, funds and coordinates research activities and communicates the results quickly and effectively to decision makers around the world. The Centre is an independent, non-profit organization and takes no institutional policy positions.

For further information on CEPR's structure, see http://www.cepr.org/AboutCEPR/CEPR/CEPR_think.pdf

1.1 CEPR's Mission

The Centre for Economic Policy Research (CEPR) was founded in 1983 to enhance the quality of economic policy-making within Europe and beyond, by creating excellent, policy-relevant economic research, and disseminating it widely to policy influencers in the public and private sectors and civil society.

CEPR is based on a new model of organization, which we call a “thinknet”: a distributed network of economists, who are affiliated with but not employed by CEPR, collaborating through the Centre on a wide range of policy-related research projects and dissemination activities.

The “thinknet” model was motivated by the perception that the problems of modern economies and their interdependence require large-scale, carefully targeted research programmes, while high-quality research resources are scattered across many universities and research institutes. CEPR was founded at a time when European economics had relatively few “centres of excellence” with international reach but many excellent researchers, widely dispersed, with few opportunities for interaction. One of CEPR's main achievements has been to create a virtual “centre of excellence” for European economics through an active community of dispersed individual researchers, working together across international boundaries to produce high-quality research for use by the policy community and the private sector.

Today, CEPR's network of Research Fellows and Affiliates includes almost 755 of the top economists conducting research on issues affecting the European economy. Researchers are based in their home institutions (universities, research institutes, central bank research departments, and international organisations), and collaborate through the Centre in the pursuit of policy-relevant economic research and dissemination activities. This is distinctively different from traditional thinktanks or research institutes, where there is a dedicated staff of researchers. No research is performed at CEPR's London headquarters, which serve a purely administrative function, defining research initiatives with the network, seeking funding, organizing research-related activities, such as meetings and publications, and working to disseminate the findings of our project teams.

CEPR's “thinknet” structure also supports the Centre's pluralist and non-partisan stance. CEPR takes no institutional policy positions, and our publications carry a wide range of policy conclusions and recommendations. In fact, we actively encourage diversity of opinion and independent thought in our network, with the result that our output reflects state-of-the-art thinking from all sides of an issue, guaranteed to enliven and enrich the policy debate.

The Centre provides common services for its network of researchers and for the users of its researchers, and it obtains funding for the activities it develops. In particular, the Centre undertakes the following activities:

- Development of projects and obtaining funding for them
- Administration and execution of projects once funding has been obtained for them, and reporting to the donors on the activities undertaken and expenditures incurred.
- Dissemination of the results of the research to a wide audience in the private sector and the research and policy communities

1.2 Key Personnel and Contact Information

Chairman of the Board – Guillermo de la Dehesa
President – Richard Portes
Chief Executive Officer – Stephen Yeo
Research Director – Mathias Dewatripont
Policy Director – Richard Baldwin
Chief Operating Officer – Viv Davies

Senior Programme Officer – Anna Pietka
Projects Assistant – Josie Andrews
Meetings Manager – Nadine Clarke
Publications Manager – Anil Shamdasani

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UK

1.3 CEPR's Funding

CEPR has a diverse funding base. Funds are raised from the private and public sector (in particular, the ESRC and European Commission) and foundations. Corporate Members in the financial, private and public sectors in CEPR's membership programme provide core income. They include firms such as investment banks, consultancies, asset managers and government agencies. The financial sector currently makes up two thirds of the membership base. However there is a trend toward broadening the membership base among the other sectors. We now have the support of all European Union Central Banks as well as the ECB (and the EMI before it) and the BIS. We also receive support from the Swiss National Bank and the National Banks of Poland, Hungary, Estonia, Lithuania, Slovenia, Iceland, Norway as well as other global central banks of Israel, Turkey, Cyprus, South Africa, Mexico, Chile, Hong Kong and Japan.

A large proportion of project-specific research funding is through European Commission Framework grants although the Centre actively seeks funding for other activities.

2 CEPR's Research Programmes

CEPR's research is carried out under the auspices of the seven Programme Areas listed below, each with either two or three Programme Directors. Each Programme area consists of a number of research projects.

- **Financial Economics**
 - Luigi Guiso
 - Dimitri Vayanos
- **Industrial Organization**
 - Luis Garicano
 - Marc Ivaldi
- **International Macroeconomics**
 - Giancarlo Corsetti
 - Per Krusell
 - Jaume Ventura
- **International Trade and Regional Economics**
 - Simon Evenett
 - Diego Puga
- **Labour Economics**
 - Giuseppe Bertola
 - Josef Zweimüller
- **Public Policy**
 - Thomas Piketty
 - Emmanuel Saez
- **Development Economics**
 - Robin Burgess
 - Esther Duflo

3 CEPR's Researchers

CEPR has over 755 Research Fellows, Affiliates and Associates.

3.1 What does CEPR offer to researchers?

The Centre offers a set of services to its Fellows and Affiliates and provides them with opportunities to take advantage of these services. What are these services?

We can help raise funds for research activities. The Centre coordinates a wide range of research projects, networks, conferences and workshops, some very large-scale, some involving only one or two researchers. The Centre takes ideas for new research initiatives, put forward by its Research Fellows and Affiliates, from initial stages to fully developed project proposals which are then presented to funding bodies. We would therefore expect Fellows and Affiliates to bring to CEPR their ideas for new research initiatives and to work with Programme Directors and the Centre's staff in elaborating these ideas. We also hope that Fellows and Affiliates will respond enthusiastically to new research initiatives which the Centre is developing in areas which overlap with their own research interests, contributing to planning these initiatives and participating when they receive funding.

We can also administer research projects. We will agree a budget with the research coordinator before the project begins and help them manage and control the finances

of the project by regular monitoring of expenditure against budget. We will also take responsibility for preparing the financial and narrative reports required by the project funders. We would therefore expect Fellows and Affiliates to work with the Centre's staff in administering projects involving CEPR.

Researchers may wish to organize workshops and conferences. We will take responsibility for administering these meetings, helping in the preparation of the programme and a detailed budget, despatching invitations, tracking responses, liaising with local organizers, and subsequently dealing with expense claims. Organizers of meetings provide an important service to the profession, and we value this aspect of involvement.

Another important dimension of involvement is participation in CEPR's meetings programme, including attendance at CEPR workshops and conferences, as well as participation in the annual symposia for the Fellows and Affiliates in each Programme Area. Researchers should check the CEPR Diary from time to time and contact us if there is a meeting scheduled which they would like to attend. We track meetings participation closely, so as to identify those Fellows and Affiliates who appear not to be participating in meetings, and to bring these cases to the attention of the Programme Directors well before any decision concerning reappointment.

We also disseminate Fellows' and Affiliates' research in CEPR Discussion Papers, the CEPR Bulletin, our newsletter "European Economic Perspectives", reports and conference volumes. The best work of CEPR Research Fellows and Affiliates should appear first in the Centre's Discussion Paper Series. *We want researchers to view the CEPR Series (together with their own Department's series) as the natural outlet for their research. Conversely, we shall not publish in the CEPR series papers that also circulate in other general purpose series.* There are exceptions: in particular, NBER, with whom we have from the outset had an understanding to monitor and if necessary limit the overlap of the two networks and the number of papers which appear in both the CEPR and NBER series. CEPR also has a reciprocal relationship with IZA, Bonn, for papers to appear in both series, and is developing a similar initiative with ECGI.

There are other dissemination activities in which we hope many CEPR researchers will wish to be involved. One is participation in the preparation of one of our Reports, such as Monitoring European Integration, Monitoring the European Central Bank or Monitoring European Deregulation. Another is our series of public discussion meetings and invitation-only briefings, in which Research Fellows and Affiliates present research results to non-specialist audiences. This is an extremely important activity from the perspective of visibility to potential funders of CEPR, and can also enhance the standing of academics beyond the academic community. Several researchers have obtained lucrative consulting projects through their interaction with CEPR's policy and private sector stakeholders.

Involvement in CEPR gives researchers increased opportunity to influence the policy-making process through research-based recommendations.

3.2 How does one become a CEPR Researcher?

CEPR Researchers are asked annually to suggest academic economists who are considered to be at the peak of their field. To maintain the academic excellence of CEPR, the appointment process is rigorous and is carried out by the Appointments Committee (President, CEO, Research Director and an academic member of the

executive committee) with the relevant Programme Directors. This Committee meets once per year to review the CVs of applicants.

The appointment criteria are as follows:

Research Fellow must demonstrate an outstanding record of scholarly publications in leading international journals, an overlap with the Centre's current research activities and the potential for collaboration with members of the Centre's various research networks.

Eligibility for **Research Affiliates** includes not holding a tenured position within a university. This in practice means that they are not usually more than seven years from their PhD. Affiliates are also evaluated based on publications record but since they are considered early in their careers, a judgement is made based as much on potential as on articles already accepted for publication.

Research Associates are appointed to participate in a particular CEPR project or network where membership of CEPR is a prerequisite of their involvement in the network. They are appointed for the life of the project but do not hold all the rights of a Fellow or Affiliate. They are eligible to attend workshops held under the auspices of the project and publish Discussion Papers as a result of research conducted through the project. They do not receive all calls for papers in a programme area nor are they eligible to submit all their work to the CEPR DP series.

It is possible for a researcher to be appointed in more than one programme area, where their research transcends CEPR's programme areas. In order to keep the number of researchers in any one programme at a manageable level, this should only happen when the PDs are convinced that the potential researcher would add to their programme area. This decision is left to the PDs as their quality has already been assured and it is just up to the PDs to be convinced that they are working in the area for their programme.

3.3 Responsibilities of CEPR Researchers

Once appointed, CEPR researchers are expected to become involved in the life of the Centre, through attending CEPR workshops and conferences, circulating their papers in the CEPR Discussion paper series, participating in the design of new CEPR research activities and contributing to dissemination activities or interacting with the policy community.

On this basis, appointment as a CEPR researcher is reviewed every four years for Research Fellows. For Research Affiliates, an initial appointment is made for four years and can then be renewed for a further three years. After the seven-year period, Affiliates are either promoted to Fellow status or their appointment is not renewed.

The criteria for reappointments are high-quality research output demonstrated by publication of CEPR discussion papers in top-ranked international journals, involvement in a range of CEPR activities and participation in policy-related activities. Involvement in CEPR activities includes researchers viewing the CEPR discussion paper series as the primary outlet, alongside their departmental series, in which their new work should appear.

In sum, as the counterpart to what we offer, we shall be looking for

- ideas for new research initiatives and participation in CEPR projects and networks
- participation in CEPR conferences, workshops, and dissemination activities
- input into CEPR publications - in particular, Discussion Papers, where we expect that the CEPR series will be our researchers international outlet of choice.

4 CEPR Programme Directors (PDs)

Each of CEPR's programmes has at least two PDs. A list of current PDs can be found on the web at

<http://www.cepr.org/research/pdlist.htm>

The overall objective of a Programme Director (PD) is the same as that of CEPR; to push back the frontiers of knowledge in economic research while making a contribution to the discussion and analysis of public policy issues in Europe. The key objective, therefore, is to balance scientific excellence in research with policy relevance.

4.1 Role of a Programme Director

4.1.1 Provide Intellectual Leadership

- To provide a vision for the programme by identifying new and promising directions of research with high relevance to the economic policy community.

4.1.2 Quality Control

- To control the quality of research projects and the quality of new appointments to the programme.
- To identify talented young researchers and bring them into the CEPR network.
- To assess the quality of proposed activities, both ex ante and ex post.
- To contribute to the development of ideas and funding proposals for new initiatives.

4.1.3 Entrepreneurship

- To help the CEPR office spot and take advantage of potential project funding opportunities.
- To help the CEPR office identify potential participants in such projects.
- To work with other researchers and CEPR staff to develop project proposals.
- To encourage policy relevant activities within their programme area.
- To help the CEPR office spot and take advantage of potential funding opportunities for policy-oriented activities.
- To help the CEPR office spot opportunities for the programme to make a contribution to policy discussions.
- To encourage Research Fellows and Affiliates to contribute to policy discussions.

4.2 Specific Tasks

4.2.1 Appointments Committee Meeting

- Attend at least one Appointments Committee Meeting each year. With the other members of that Committee, decide on new appointments and consider the renewal of existing appointments in the programme.

- Suggest candidates for new appointments in advance of this meeting, and throughout the year.
- With the Co-Director (s), prepare a set of rankings for all candidates suggested, draw up a shortlist of those to be appointed, and prepare brief justifications for those short-listed.

4.2.2 Programme Directors' Meeting

Participate in the meeting of all Programme Directors, which takes place every 9–12 months.

4.2.3 Scientific Advisory Committee

- Prepare a written report once every two years for the Scientific Advisory Committee (SAC) based on factual information provided by the Programmes Department. This should summarize the activities and achievements in the period and the future orientation and activities of the programme in the years to follow.
- Meet with members of the SAC once every two years to discuss this report and other issues that arise.

4.2.4 Quality Control

- Approve Discussion Papers submitted to the CEPR series.
- Approve and comment on project and conference proposals submitted by Fellows and Affiliates.

4.2.5 Programme Meetings

- Meet at least once annually with the Research Director, CEO and other CEPR staff to assess the scientific excellence and policy relevance of the activities of the Programme during the preceding year.
- Prepare a written assessment of activities in the year for this meeting plus a forward look on plans for activities over the next two years and new research directions to be pursued.

4.2.6 Annual Symposia

- Involvement in identifying possible locations and funding sources for both travel and local costs.
- Reviewing of papers and participants and creation of a suitable conference programme.

5 CEPR's Activities

CEPR organises approximately 80 meetings a year, produces over 600 discussion papers and various books, is involved in 30 research projects with its partners across Europe, and disseminates the network's research finding to the private and policy sectors.

5.1 Meetings and Conferences

Lunchtime Meetings: These are organised to disseminate research results to a non-specialist audience. CEPR holds approximately ten of these a year in Brussels, Berlin and London.

Workshops and Conferences: Unlike Lunchtime Meetings, participation at these meetings is by invitation only and the majority of participants are academics who have responded to a call for papers. These include CEPR Research Training Networks, annual Programme Symposia or standalone workshops and conferences.

Evening Briefings: CEPR organises short briefings for senior Policy Makers and Corporate Members. These are given by a senior CEPR researcher.

5.1.1 Electronic Meetings Organization (EMO)

CEPR has recently launched Electronic Meeting Organization (EMO), a new online system which will be used to automate the organization of workshops and conferences. This system allows meeting participants to register online, make requests for funding and submit a paper. Organisers can monitor the number of submissions and list of participants.

EMO uses CEPR's system of personal profiles, which is also used to enable researchers to download discussion papers.

The profile contains an email address (which serves as the user id), a password (which allows respondents to access information on the meetings to which they have been invited), and information on dietary and other personal preferences. Profile holders need only enter this information once; thereafter, it will be used to streamline registration for other CEPR meetings.

5.1.1.1 Calls for Papers or Invitation

All Calls for Papers or invitations are sent by email and will contain a URL address within the body of this email. This will allow respondents to move directly to the website in question, and thereby register, obtain further information, or decline the invitation.

Each time respondents submit any information on the EMO site, we will send an email message indicating the information we have recorded in our database.

5.1.1.2 Registration Deadline

The call for papers contains a deadline date for registration. EMO will be automatically set to this date and time and the system will be unable to receive submissions after this deadline.

5.1.1.3 Academic Organizers

Organizers will have separate (password-protected) access to additional information by clicking on the 'Organizers' icon displayed on the meeting website. They will be able to access the entire database for the meeting, which contains the summary of replies, information on funding requirements, papers offered and expressions of willingness to act as discussants.

Organizers can use this site in the compilation of the workshop/conference programme. The facility will allow different organizers to access information on replies, abstracts or papers submitted, and funding details, simultaneously. For example, they can talk through the programme during a conference call, with each organizer having the information available on screen. Papers and/or abstracts will be available to download and they can make instant decisions regarding the programme and participants.

5.1.1.4 Confirmation of Participation and Provisional Programme

Once the scientific committee has finalised the provisional programme and list of participants, respondents will receive an email confirming their participation.

Additional information about the conference (programme, conference venue, accommodation arrangements, location map/s, travel links, and CEPR forms (expense claim, travel guidelines, notes for claimants) will be shown on the dedicated site. In addition, all participants will be able to download, view and print the papers to be presented at the meeting.

5.2 Publications

Discussion Papers (DPs) disseminate research quickly in order to generate comment and suggestions for revision or improvement. They may have been presented at conferences or workshops already, but will not yet have been published in journals. All CEPR Discussion Papers published since January 1999 are available online in pdf format. The submission process for DPs also happens online. This allows authors to review the progress of their discussion paper as it moves towards publication.

Circulating their best research first in the CEPR Discussion Paper Series is an important aspect of Researcher's involvement with the Centre, and we aim to make the submission process as simple as possible.

DPs are submitted via a web-based interface, using CEPR's profile system. When researchers submit a paper, the system will automatically enter their contact details on the submission form (which they can correct, if necessary). If co-authors are CEPR Fellows and Affiliates, the system will automatically enter their contact details as well.

The submission details they enter on line are written to our database immediately, thus ensuring that the information is always captured in our system. After completing the form, they then specify the files containing their paper that they wish to upload. If for any reason they experience difficulties in uploading a file, they can select an option that automatically generates an email message to CEPR, containing the information they have entered online concerning the paper. Researchers can then attach their files to this automatically generated message, so they don't have to leave the on-line submission procedure at any point.

Researchers can track the progress of each paper they have submitted to the CEPR series at www.cepr.org. Whenever they visit the website and login using their profile, they will be presented with up to date information on the stage of preparation their paper has reached, from initial submission to its availability as a pdf file.

Researchers can choose to receive an email notification whenever one of their papers moves from one stage to another in the production process.

5.2.1 Discussion Papers – Rights of Submission

General

To be eligible for publication in the CEPR series, discussion papers must not have been submitted to either another general purpose working paper series, except those with which we have a reciprocal agreement, or already been published in an academic journal.

The conditions under which CEPR researchers can submit DPs vary according to their status.

Research Fellows

Research Fellows can submit papers for publication within any programme area. Copies of papers submitted by Research Fellows will be sent to the relevant Programme Director by CEPR. Programme Directors must of course read papers submitted by Fellows, but need not formally approve Fellows' papers with CEPR, unless they are submitted by Fellows who are not affiliated to the programme under which the DP is to be published.

Programme Directors must inform CEPR within 2 weeks of receiving a Fellow's paper if they DO NOT want it to be published.

Research Affiliates

Research Affiliates can submit Discussion Papers for publication within any programme area. Copies of papers submitted by Affiliates will be sent to the relevant Programme Director by CEPR. Papers by Research Affiliates MUST have PD approval before they are published. Programme Directors should submit their approval of an Affiliate's paper within 2 weeks of receiving it.

Research Associates

Research Associates may only submit papers that will be published under the auspices of the project to which they are associated. Such submissions must be approved for publication by the relevant Programme Directors, and where relevant, the Scientist in Charge of the project in question.

Other Researchers – Young (and other) researchers attached to TMR/RTN projects

Other researchers may submit papers to the series, but only where they have been written as part of a CEPR-administered network or research project and when the researcher is affiliated with that project, either as a young researcher or as a team member. IN ADDITION, these papers must have been presented at one of the meetings of the network. Such submissions must have publication approval from the relevant PD, and where relevant, the Scientist in Charge of the project in question.

5.2.2 Report series

CEPR publishes the following report series on an annual basis:

Monitoring the European Central Bank
Geneva Reports on the World Economy

These reports are written by leading academics and receive a large amount of attention, both in the press and within the policy community. They are promoted by lunchtime meetings and press briefings.

The Policy Paper series was launched in 1999 to provide a forum for the analysis of important policy issues by leading researchers. The series aims to identify key policy issues; apply the best and most up to date research to help understand these issues; and to explore the implications of this research for the design and conduct of policy. Policy Papers come out 2-3 times a year.

Economic Policy Journal

Economic Policy is the leading review in Europe for policy analysis. It contains papers that are specially commissioned by the editors to provide timely and authoritative analysis of the choices confronting policy-makers. The articles use the best of modern economic analysis but are also easily accessible to a wide audience. CEPR is partnered with La Maison des Sciences de l'Homme and CES in the publication of this journal, published by Blackwell's.

CEPR Newsletters

European Economic Perspectives (EEP) allows busy policy-makers in the private sector or the policy community to keep up with the latest and most relevant CEPR research. This newsletter is written for a wider, non-specialist, audience and highlights accessible policy relevant work. Each issue covers a range of subjects, with reports of new research and publications and 'think-pieces' on selected policy issues.

The CEPR Bulletin is intended for a more technical audience and summarizes the output of the network on a quarterly basis.

5.2.3 Audio/Visual Web-based dissemination

Although all CEPR's publications are available online, CEPR also utilises audio and visual media to increase the breadth of audience that its reports receive. Authors of papers with high policy relevance are interviewed and this is then streamed over the internet. This allows policy makers and others to receive the facts of the paper without having to read the entire report.

5.2.4 Press Officer

The CEPR Press Officer is responsible for dissemination activities targeted at policy-makers and journalists, including press briefings, and coordinating media interviews (TV, radio and for print). Through a weekly email highlighting CEPR's activities and key Discussion Papers over the preceding week, CEPR has been able to increase its profile through these contacts. Researchers are strongly encouraged to contact the press officer if they are interested in participating in press briefings. Media training can be provided.

5.3 Project Management

CEPR welcomes research ideas with policy relevance from the network. These might include publications, projects or conferences. All new ideas must be submitted to the appropriate Programme Directors for approval, to ensure they fit well with the Programme's research themes and are of an appropriately high standard.

The Programmes team at CEPR manages the submission of funding applications and the contracts and reporting requirements of CEPR's grants. They review upcoming tenders and work with researchers in putting proposals together. New funding opportunities are circulated to Programme Directors and researchers for input. Researchers are expected to assist the Projects team in preparing the required reports about activities to funders.

The Programmes team ensures that the activities of CEPR fulfil grant conditions. They are responsible for implementing the work programme of grants and discussing funding opportunities with researchers who are proposing activities.

6 Assuring Scientific Quality

The Scientific Advisory Committee (SAC) is an independent body of senior economists who are not themselves deeply involved in CEPR and can therefore take a detached view, advising the Executive Committee and the officers of the Centre on the activities of the Research Programmes. The Committee plays an essential role in the Centre's efforts to maintain high professional standards and meets every two years with the Directors of each Programme Area to discuss the activities of their Programme over the preceding two years, and to discuss future directions and strategy.

A list of current SAC members can be found at

<http://www.cepr.org/STAFF/SAC.htm>

In preparing their SAC Report, the Programme Directors are provided with the following information by CEPR staff:

- activities (conferences, workshops, public discussion meetings) held under the auspices of the programme area
- Discussion Papers produced in the programme area and the journals in which they have been published subsequently
- Research Fellows, Affiliates and Associates in the programme area, along with their dates of appointment and reappointment
- meetings attended by each researcher
- Discussion Papers submitted by each researcher

This information is also made available to the SAC. In addition, Programme Directors and members of the SAC can at any time view this information at www.cepr.org.

In evaluating the programmes, the SAC members take into account:

- value added to the field by the programme and by CEPR more generally (*where does it add value by doing what would not otherwise done?*)
- coordination/direction of the Research Fellows and Affiliates (*is it effective?*)
- research priorities (*and how much these are supply or demand driven*)
- quality control (*is there an effective mechanism in place*)