

## **FMR International Advisors: Terms of Reference**

FMR's group of International Advisors supports the FMR team in certain regular aspects of their work and plays a significant role in the development of the magazine. This role is of great value to the magazine. The Advisors help the editors to produce a publication of the highest quality that is widely read, topical and internationally relevant.

Advisors are chosen for their experience of and involvement in the issues that the magazine deals with, and their ability to provide insights into developments and trends in the research, policy and practice environment. The Editors will consult Advisors on proposed feature themes, and invite feedback and suggestions for other themes and will also consult on any other significant developments or ideas. The Advisors provide both strategic guidance and practical assistance to the FMR team by advising on the content of the magazine, suggesting themes, reviewing articles, etc.

The aim is for the group of Advisors to represent FMR's main stakeholders, such as academia, the UN, governments, NGOs from the Global South and North, and refugee and displaced communities. The FMR International Advisors serve in an individual capacity although some also see their role as representing their respective agencies.

Advisors are asked to make a commitment to:

### **1. Review articles**

The Editors usually appoint one or more special advisors (generally from outside the group of International Advisors, but Advisors may also fulfil this role) to support them with each theme and to help review feature theme articles. Members of the Advisory Board will be asked to review all other articles. Advisors are not normally asked to review more than one or two 'general' articles per issue. The Editors usually require a fairly rapid response (usually within seven days) but reviews are brief and articles are normally no more than 2,000 words in length. Reviews are anonymous, unless reviewers express a willingness to enter into discussions with authors. Advisors may propose or are also sometimes asked for suggestions for alternative or additional reviewers.

### **2. Advise the Editors on potential funding sources**

FMR is entirely dependent on external funding. Advisors will be asked to suggest potential funders for each feature theme and for FMR's core costs. Those who work within agencies are asked to support FMR's requests to their agency for funding. Advisors are asked to keep FMR in mind in their daily work and to notify FMR of any general opportunities or developments relating to funding:

- Potential sources who might be open to a request for funding
- Possible 'introductions' for the Editors for a discussion about funding
- Opportunities for collaboration on a theme
- Colleagues specialised in fundraising who might offer contacts or advice?

### **3. Promote FMR**

Advisors are asked to serve as ambassadors for FMR, promoting it where possible – both the physical magazine and the concept. They are asked to think about:

- Who should know about and/or receive FMR?

- What promotional opportunities are there? (conferences, networks, discussion lists, meetings, staff intranet, websites, publications and/or projects on certain themes, partners in the field, social media, etc)
- How to use their personal online presence and their organisation's (where appropriate) to promote the magazine via, for example, links from websites, Facebook 'likes', tweets, etc, and particular articles by bookmarking them on bookmarking sites and generating online discussions via Twitter, LinkedIn, Facebook etc.
- Requesting more copies of FMR or any FMR promotional materials in order to promote it better.
- Who might write for FMR? Advisors are asked to circulate calls for articles and encourage people to submit articles.

#### **4. Attend FMR Advisory Board meetings if possible**

Advisors are encouraged to participate in meetings and conversations with the Editors. The Editors aim to call a meeting of the Advisors in Oxford every 18 months or so, depending on the availability of funds, and to meet up for a meal/informal meeting with as many Advisors as possible during visits to Geneva. When meeting face-to-face is not possible, occasional individual telephone conversations with Advisors may be held, to get feedback on a specific list of issues. Contact from Advisors is welcome at any time, not only at meetings or when the Editors specifically ask for input.

#### **Communications:**

It is recognised that Advisors have to travel, take holidays or handle unusually heavy workloads at times, and may therefore sometimes be unavailable to review articles or provide feedback. If the Editors send out an email at such a time, it would still be very helpful if Advisors would send a quick reply to say that they are too busy to help on this occasion.

**Copying replies to other Board colleagues:** Advisors have agreed that it is useful if replies to the Editors' messages to the Advisors are copied to all other Advisors (in other words, click 'Reply all'). This facilitates an element of brainstorming by sparking off other ideas. This is also important when replying to requests for Advisors to review articles as it is helpful for other Advisors to know which articles still need a reviewer. For more personal emails, or when sending a quick email about being unable to do reviewing, etc, it may not be appropriate to copy in all Advisors.

**Consultation with Editors:** Advisors are requested to keep the FMR team updated on specific promotional activities they undertake or plan to undertake on behalf of FMR, in order to avoid duplication and so that any such activities can be reported on to donors, etc. Advisors are requested to use their discretion as to whether we should be consulted in advance of certain promotional or funding approaches they might make. Advisors should not speak on behalf of FMR to the media, without prior authorisation by the Editors.

Advisors should notify the editors of any potential conflict of interest.

#### **Term of office:**

Advisors are generally expected to serve for a three-year term; they may then be invited to renew for a further period. Some stay on for longer; some may be asked to step down in order to bring in new people.

#### **The FMR Editors undertake to:**

1. Send a regular email update to Advisors (roughly on a monthly basis), indicating clearly when feedback is required.

2. Provide copies of FMR, FMR# and any other promotional material as appropriate, plus copies of financial accounts and budgets.
3. Respect the voluntary nature of Advisors' commitment to supporting FMR.
4. Acknowledge the role of the Advisors in each issue of FMR and on the FMR website.

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