

Terms of Reference

Writers/Authors – TEH Biannual Book

1) Background info

Trans Europe Halles (TEH)

Trans Europe Halles is a pan-European network of 180+ grassroots arts and culture centres with strong DIY, independent, community driven and alternative values, across more than 40 countries. We support grassroots communities in their endeavours to reclaim abandoned spaces and transform them into vibrant hubs for arts and culture. Together, we regenerate communities, neighbourhoods and cities, and we promote social, environmental and spatial justice.

Common Spaces (CS) project Info

Common Spaces (CS) 2025-2028 is a four-year project funded by the Creative Europe programme of the European Union and implemented by Trans Europe Halles with 180+ members benefiting from it. It builds upon insights gained from the 2021-2024 Creative Europe-funded initiative, The Network Project, which deepened our understanding of the needs of cultural professionals and organizations in fostering sustainable, creative, and resilient cultural spaces.

Within the framework of Common Spaces, TEH is initiating the publication of the first volume of a book reflecting all the past TEH meetings, their narratives, TEH's network evolution, and the hosts.

2. Purpose of the publication

The book will:

- Reflect TEH's legacy and institutional/network memory through its 102 meetings, General Assemblies and hosting organisations.
- Offer a bird's-eye view of its cultural impact within and parallel sociological tracks to broader European cultural developments.
- Curate and shape archival materials into a coherent and forward-looking narrative.
- Highlight key thematic priorities identified together with the TEH team.

The publication aims to function both as:

- An archive document of the institutional memory of TEH, its priorities and how the network sustained itself over time.
- Give insights on the network's governance, coordination, urgencies, growth, loss and renewal.
- A reflection positioning TEH within a historical EU cultural policy.

3. Role of the Writers/Authors

The Writer/Author will lead the conceptual, editorial, and write the narrative development of the publication, working closely with the TEH team, which will provide archives, meeting notes, General Assembly minutes, and documentation.

The framework of the book has already been discussed with the Executive Committee and in consultation with representatives involved in the previous TEH publication (*Factory of Imagination*).



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The Writer/Author will move beyond pure documentation and towards an interpretation and reflection of TEH's history in a broader EU cultural policy mirroring both their evolutions.

2. Objectives of the Writers/Authors service

The Writer/Author will:

A. Curate & select content

- Select relevant pieces, speeches, quotes, notes, discussions, and other forms of documentation from TEH annual meeting archives.
- Identify strong narrative threads across decades of material.
- Decide which voices, stories, and milestones best represent TEH's trajectory in the 102 meetings.

B. Narration

- Develop a clear narrative structure for the book (book between 110-140 pages).
- Move beyond documentation to interpretation.
- Connect TEH's internal history to broader European cultural, political, and social shifts.
- Ensure the book provides a strategic, reflective "bird's-eye view" rather than a chronological report.

C. Define editorial direction

- Establish the tone, voice, and values of the publication in line with the TEH language and style guide.
- Ensure consistency across different texts, across different contributors of all meeting reports and meeting minutes, and time periods.
- Work closely with the TEH team to define and refine key thematic highlights.



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D. Align content strategically

- Align TEH archival material and contemporary written texts.
- Ensure coherence between legacy storytelling and current positioning within EU cultural policy.
- Support the framing of the publication as both a historical & sociological documentation as well as strategic reflection.

E. Handle sensitive material

- Assess and manage politically, historically, or institutionally sensitive content.
- Advise on ethical considerations and reputational risks.
- Propose editorial solutions (contextualisation, disclaimers, reframing, omission if necessary).

3. Scope of services

The service provider shall render professional services including, but not limited to, the following:

Editorial and writing

- Lead the overall editorial process, make a final selection of content, and be the main author of this book (aiming to be of a total between 110-140 pages including texts, indexes and pictures).
- Define structure (chapters, sections, thematic clusters).
- By the end of the service and when the texts are final, a proofreader will be engaged by TEH.

Content development

- Edit and adapt archival materials for this book.



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- Coordinate additional texts if necessary (introductions, reflections).

Coordination & collaboration

- Work in close collaboration with the TEH team to exchange feedback in different phases of the work.
- Check-in with a graphic designer and/or illustrator in 3 moments of review.

Quality control

- Ensure high editorial standards.
- Maintain narrative consistency.
- Oversee final manuscript before graphic design and printing.

Strategic framing

- Ensure that the publication:
 - Communicates TEH's long-term cultural impact in Europe.
 - Reflects its network-based identity.
 - Positions TEH within broader EU cultural and policy debates.

2) Timeline

The service provider shall be engaged from June 2026 to January 2027.

All texts should be ready for proofreading by November 15th 2026.

3) Project costs and financial provisions:

The approved budget for the professional service is 4800 EUR + VAT



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For cross-border services between VAT-registered entities within the European Union, the place of supply of services is generally deemed to be the country of the customer (the Buyer's country) pursuant to Article 44 of Council Directive 2006/112/EC.

Buyer's Responsibility: the Buyer shall be responsible for reporting and accounting for VAT in its own country, at the applicable rate (25%) and for complying with any local VAT reporting and payment obligations.

Invoicing without VAT: The service provider shall issue invoices to the Buyer without VAT, provided that the Buyer's VAT registration number is valid and provided to the service provider.

The payment will be done in 3 instalments (one upon the signing of the contract, midterm and the 3d on the completion of the work).

4) Submission of the project evaluation and payment schedule

Billing for the professional fees shall be in accordance with the following delivery schedule of the product.

Deliverables	TIMELINE	Payment (% of contract cost)
Draft of the concept /Workplan	June	First installment 25% of the total amount
Final draft for review (final version ready to go to proofread)	November	Second 50% of the total amount
Final product for printing	February	Third 25% of the total amount

5) Expertise required



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The service provider is expected to have the following knowledge and expertise:

- Proven experience as **Editor-in-Chief, Chief Editor, Author, authoring** on long-form publications (books, anthologies, institutional publications).
- Demonstrated ability to curate and structure archival-based publications.
- Strong editorial judgment, including selection, rewriting, and narrative framing.
- Experience guiding a manuscript from concept to final publication.
- Excellent writing and editing skills in English.
- Capacity to move beyond documentation toward interpretation and critical reflection.
- Familiarity with transnational collaboration models.
- Ability to identify key themes and long-term trajectories across decades.
- Ability to provide constructive feedback in a team.
- Experience with activist or community-based publishing.
- Sensitivity to diverse voices within network-based organisations.

6) Method of and criteria for evaluation of proposal/s

- Portfolio
- CV
- Letter of application, expressing interest in the topic
- Proposal of workplan
- Budget

7) Liquidates damages

- Failure to perform: if the event that the service provider fails to perform the services in accordance with the terms and conditions set forth in this agreement, including failure to meet agreed deadlines or performance standards, the service provider agrees to pay liquidated damages to the client as compensation for the loss or inconvenience caused by such failure.

- Calculation of liquidated damages: the parties agree that the liquidated damages shall be calculated as follows – the professional provider shall pay an amount of two euros fifty cents, as provided in the condition of the contract, equal to at least one tenth (1/10) of one per cent (1%) of the cost of the unperformed portion of works for every day of delay.