

Public Administration
Awards
2020
Western Balkans



ReSPA activities
are funded by the
European Union



SIGMA
Creating Change Together



OECD

A joint initiative of the OECD and the EU,
principally financed by the EU

APPLICATION GUIDE



To apply for the Public Administration Award (PAA) in the Western Balkans, you have to submit your application in the PPA contest platform.

This manual will provide you with a complete guide to submit your application.

PLEASE NOTE: If your initiative has been nominated for the PPA, you do not need to register separately. In this case, please continue reading the manual from “Step 7”.

As example of the application process, the country “Croatia” and the initiative “PPA” will be used.

If you have further questions or you experience problems submitting your application, please get in touch with ReSPA and SIGMA Team.

AWARD APPLICATION PROCESS

1. Registration

Go to: <https://db.icnm.net/Signup/PAA/2020/>, and click “I want to register”.

Please fill in your email and select a password.

Then click on the button “Submit and Continue”. You will receive a confirmation mail.

The screenshot shows the top of the registration page. At the top right, there are links for "Register!" and "Sign in". Below the header, there are two buttons: "I want to nominate an initiative" and "I want to register". A callout box points to the "I want to register" button with the text "Click here to start your registration!". Below these buttons is a "Sign in" section with the instruction "Please enter the credentials you received by mail from us or sign in with an existing account from former awards." It contains an "E-Mail" field with "testuser@bruck.me" and a "Password" field with "*****". A callout box points to the "Don't have an account?" link, which is circled in red. Below the password field are links for "Lost your Password?" and "Sign in". At the bottom, there is a link: "For more information please visit www.respaweb.eu/". On the right side of the page, there is a banner for "Public Administration Awards 2020 Western Balkans" with logos for ReSPA and SIGMA.

2. Sign in

The screenshot shows the registration form. At the top left is the "PAA 2020 WB" logo. Below it is the heading "Welcome to the Public Administration Awards in the Western Balkans" and the sub-heading "Register now!". The instruction reads: "Please fill in your personal information in order to create a user account. Afterwards you will be able to sign in and register projects". The form has three fields: "Email*" with "johndoe@example.com", "Password*" with "*****" and a red error message "Not long enough", and "Repeat Password*" with "****". A callout box points to the "Email*" field with the text "Choose your password and provide your email address and click Submit and Continue to register". At the bottom of the form are two buttons: "Reset form" and "Submit and continue".



Please return to the page: <https://db.icnm.net/Signup/PAA/2020/> and sign in with your “email” and chosen “password”.

3. Complete your Profile with your Personal Data

ContestDB

Complete your Profile

Welcome to the ContestDB!

Please confirm/edit your information in order to continue to the next step

Edit your profile

Here you can edit information regarding yourself

Personal Data

First Name* Last Name*

Contact Data

Email*

Save

4. Click on the button “Register new project for this competition”.

ContestDB

Welcome to the ContestDB

Competition Information

PUBLIC ADMINISTRATION AWARDS FOR THE WESTERN BALKANS

ReSPA and SIGMA introduce this new award in order to identify, recognize, and reward efforts that advance, promote and anchor effective, efficient, transparent, accountable, innovative and citizen-centred public governance, administration and services in Western Balkan countries.

Submit your Public Administration Initiative and get recognized as regional Best Practice.

The call for applications is open till 1st June 2020.

For more information, visit the webpage: https://www.respaweb.eu/wb_public_awards_2020

We are very much looking forward to learning about your initiative!

If you have any questions about the contest, please get in touch with pawards@respaweb.eu

If you have technical issues with the database, please get in touch with office@worldsummitawards.org

Open Registrations

PAA 2020 national contest

Click on it to edit it!

5. Project Data (1/2)

PLEASE NOTE the title you choose on this step CANNOT be modified later the next steps.

6. Project Data (2/2)

On this 2/2 step of the project data, you are asked to provide more detailed information on the contact person and the team members.

7. Project Information

Please complete all the fields with all **relevant details** of your initiative. Please be **precise** and **on the point**. Focus on how your initiative is unique, which exact problem it addresses and how it makes its **impact**. It is very useful for the **PAA Jury** to have this information from your side as **accurate and precise** as possible.

Avoid just copy-pasting texts that are not really relevant.

Fields to complete

1. **Short description of the initiative (in the manner of a 'pitch')**
Please provide a description of the initiative you are submitting. What was the process followed, what were the main steps, the different actions undertaken, the timeline planned and achievements realised?
2. **What was the origin of the initiative? Which concrete challenge(s) does your initiative solve?**
What was the background and context of the initiative? Please describe which concrete challenge(s) you are aiming to solve during the crisis in your community/country with your initiative. Share more about the status quo, the challenges, the local circumstances and how you identified the challenge(s).
3. **What is the target group of your initiative?**
Who did you want to reach/support with your initiative? Specific target groups, all citizens? Have you identified their specific needs and concerns? How do you communicate about the solution provided / service offered to those concerned? Please describe.
4. **Describe how the initiative helped to improve the adaptability of your organisation or systems to deal with major crises similar to COVID-19.**
Describe how your organisation adapted to the crisis in terms of management style, teamwork and the procedures introduced.
5. **How forward looking was your reaction and approach regarding the challenge(s) faced?**
Describe how the initiative has introduced new ways of working, innovative ways of thinking or use of modern technologies in addressing the problems faced.
6. **How inclusive is your initiative?**
Describe how you (or the initiative) help to bring together different affected stakeholders and capture diverse views.
7. **How effective has your initiative been?**
Present evidence to demonstrate how *efficient* (if applicable, the economic impact for the institution in solving the problems identified) and *effective* (impact achieved, in terms of numbers of people reached in relation to your target group, evidence that the initiative worked, etc.
8. **Is your initiative transferable and replicable for other organisations, situations?**
Could your initiative be transferred to other organisations in your country or elsewhere or could its lessons be used for other situations? Have you documented process, lessons, measures to share them with others?
9. **What were the barriers and difficulties you had to overcome?**
Describe the main challenges or barriers and how you overcame them.
10. **What lessons have you learned?**
Tell us more about the lessons learned, what you would do differently next time. What are your recommendations to others?
11. **What makes your initiative truly special and unique?**
Let us know what the distinct features of your initiative are that mark it as special and unique. Why has it been more successful than others?

You can complete the product information uploading files (screenshots, presentations, documents, etc.) to visualize the unique value of your initiative.

PLEASE NOTE the PAA Jury will evaluate your initiative online and needs to get an idea how your initiative works and looks. Please make sure to demonstrate the uniqueness of your initiative!

8. Check your application

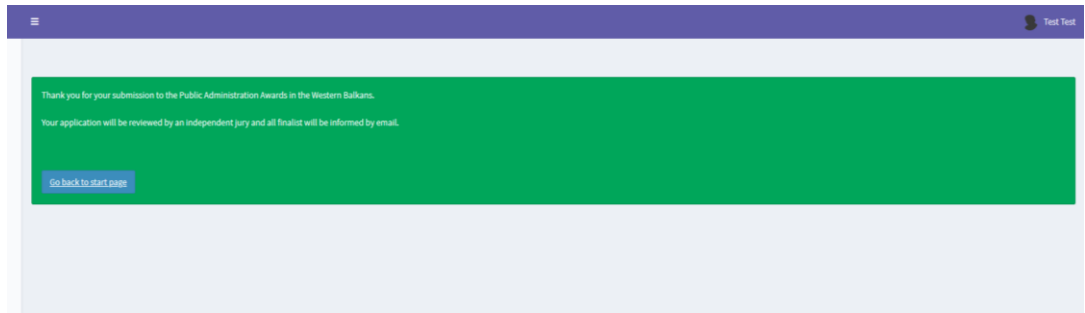
Double check your application and that you have completed all the fields with the correct data.



PLEASE NOTE you can save and continue later, and then complete or edit your application as many times as you want.

9. Agree to Terms & Conditions and submit your application

Before submitting your application, you have to confirm that you understand and agree with the Terms and Conditions of PAA 2020.



Log In nominated



Go to: <https://db.icnm.net/Signup/PAA/2020/>

Enter the username and the password you received on your email and click the blue button "Sign in".

Welcome to the Public Administration Awards in the Western Balkans

[I want to nominate an initiative](#) | [I want to register](#)

Sign in

Please enter the credentials you received by mail from us or sign in with an existing account from former awards.

E-Mail

Password

[Don't have an account?](#) [Lost your Password?](#) [Sign in](#)



For more information please visit www.respaweb.eu/.

THANK YOU!

If you have any questions related to the rules, contest, etc, please contact:

pa-awards@respaweb.eu

If you have any difficulties with the awards database, please contact

office@worldsummitawards.org