Public Administration Awards 2022

Western Balkans

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.

As example of the application process, the country "Albania" and the initiative "Test Initiative" will be used.

If you have further questions or you experience problems submitting your application, please get in touch with the ReSPA Team, serving as the awards helpdesk:
pa-awards@respaweb.eu

AWARD APPLICATON PROCESS

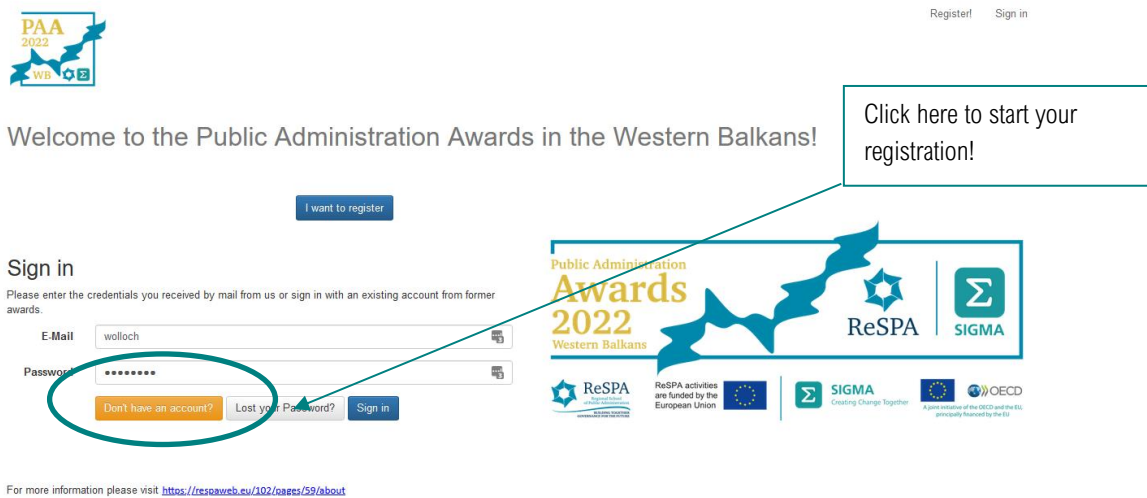## 1. Registration

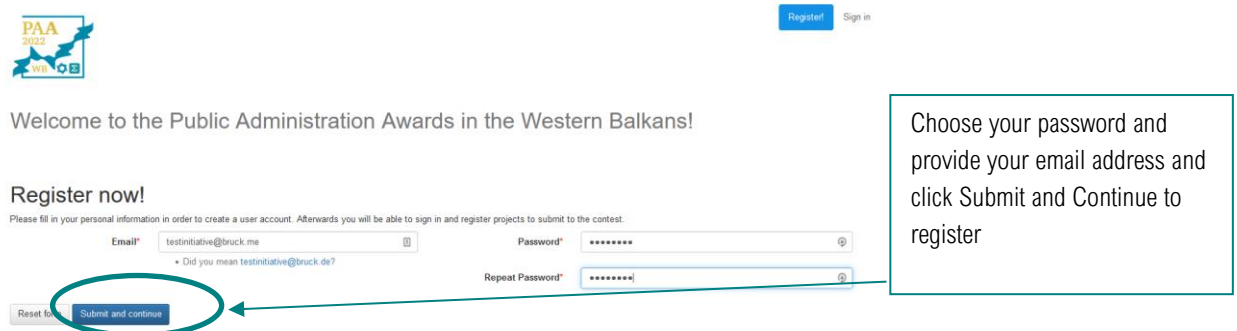Go to: https://db.icnm.net/Signup/PAA/2022/, and click "I want to register".

Please fill in your email and select a password.

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

2. Register an account

Public Administration Awards in the Western Balkans 2022

3. Complete your Profile with your Personal Data

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

5. Project Data (1/2)

PLEASE NOTE the title and category you choose on this step CANNOT be modified later the next steps.
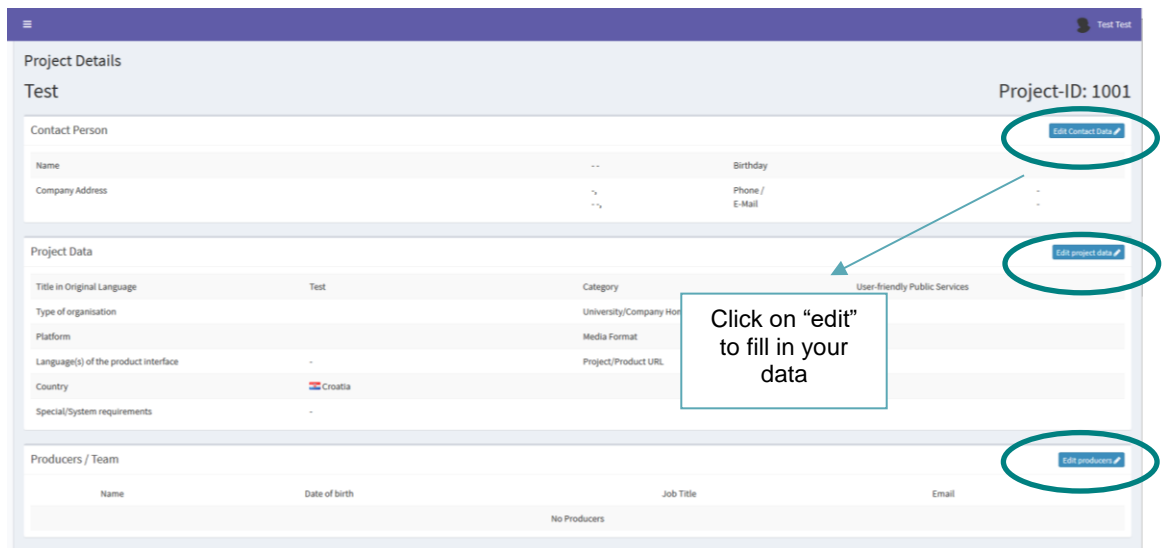
Choose your category and select the country where your initiative is mainly implemented

Click on it to Save and continue!

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.

Click on "edit" to fill in your data

7. Project Information

Please fill out and complete the entire application form.
Please be precise and on the point.
Please upload any documents, presentations, reports, videos or any other additional material that is helpful to understand your initiative and its impact.

Please try to write good text (e.g. simple sentences, define key terms in topic sentence, defend/ substantiate assertion in support sentences) while using a gender-neutral speech and coherency in style. Write to express not to impress, and aim to be concise, clear based on facts written and presented as they are, fully and fairly!

If you use visualisations (where they add value) and/or cross-references please upload them and make reference to it in the respective box.
Avoid just copy-pasting texts that are not really relevant.

Fields to complete in the database

All fields need to be answered, even if not all characteristics are used. L = Length of possible answer in characters	
Short description of the initiative (in the manner of a 'pitch') Please provide an executive summary of the initiative	L: 2000
Background (What was the origin of the initiative? Grounds, reasons for the project)	Supporting questions*: What was the origin of the initiative? Which concrete problem did you encounter?* L: 600
Objectives (Which concrete challenge(s) does your initiative aim to solve?)	Supporting: *Please try to outline both the general and specific objectives of the initiative* L: 600
Target audience- Beneficiaries (Who did you want to reach/support with your initiative? Specific group of beneficiaries, all citizens?	L: 600
Delivery/implementation (i.e. structure, processes, management, HR input, budget, if available)	Supporting questions: *Describe how the initiative has been delivered/implemented. What was the process followed, what were the main steps, the different actions undertaken. What were the barriers and difficulties you had to overcome?* L: 1200
Stakeholder involvement (i.e. How inclusive is your initiative?)	Supporting: *Describe how you (or the initiative) help to bring together different stakeholders, partnership working among various actors and capture diverse*
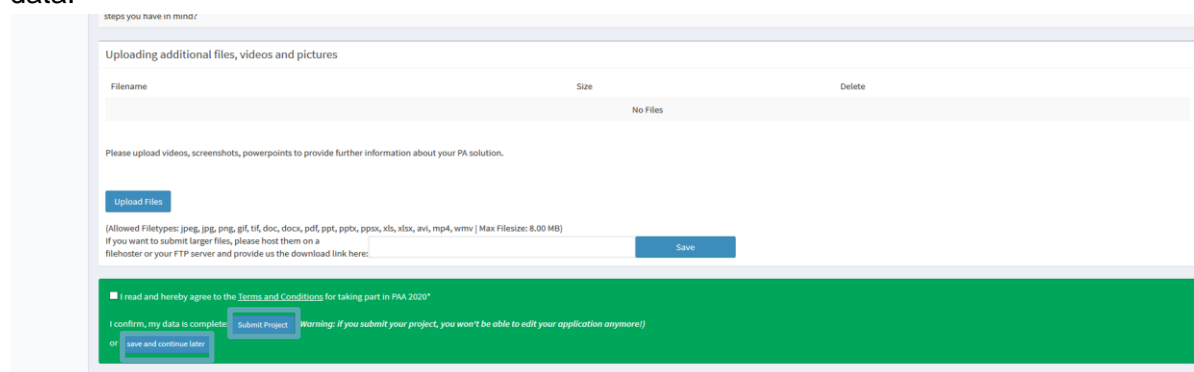
	views. Describe if and how users were involved in the co-design, co-production and co-evaluation of the initiative. L: 600
Visibility *(i.e. How did you communicate about the solution provided / service offered to those concerned?)*	Supporting questions: *Has it reached a not insignificant number of audience and been recognized?* L: 600
Results/Impact (How effective has your initiative been? What were the tangible results?)	Supporting questions*: Present evidence to demonstrate how initiative has been efficient (if applicable, the economic impact for the institution in solving the problems identified-reducing the costs, or more outputs with given inputs) and effective (impact achieved, in terms of numbers of people reached in relation to your target group, evidence that the initiative worked, etc).* L: 750
Most important creative and forward-looking features from the applicant's point of view	Supporting questions*: 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? Describe how the initiative has introduced new ways of working, future orientation and forward-looking perspective, innovative ways of thinking or use of modern technologies in addressing the issues and challenges faced.* L: 750
Sustainability (embedded in future activities; not biased to changes, predictable funding, etc.)	L: 600
Potential for transferability (Could your initiative be transferred to other organisations in your country or elsewhere?)	Supporting questions: *What lessons have you learned and could its lessons be used for other situations? What were the ¨pearls of wisdom¨ to be replicated by others? Is there documented information to share with others?* L: 600

Project Information

Edit project information ✏

SHORT DESCRIPTION of the initiative (in the manner of a 'pitch')	
BACKGROUND (What was the origin of the initiative? Grounds, reasons for the project)	
OBJECTIVES (Which concrete challenge(s) does your initiative aim to solve?	
TARGET AUDIENCE - Beneficiaries (Who did you want to reach/support with your initiative? Specific group of beneficiaries, all citizens?	
DELIVERY	IMPLEMENTATION (i.e. structure, processes, management, HR input, budget, if available)	
STAKEHOLDER INVOLVEMENT (i.e. How inclusive is your initiative?)	
RESULTS	IMPACT (How effective has your initiative been? What were the tangible results?)	
Most important CREATIVE and FORWARD-LOOKING FEATURES from the applicant's point of view	
VISIBILITY (i.e. How did you communicate about the solution provided / service offered to those concerned?)	
SUSTAINABILITY (embedded in future activities; not biased to changes, predictable funding, etc.)	
Potential for TRANSFERABILITY (Could your initiative be transferred to other organisations in your country or elsewhere?)	

Click on "edit" to fill in your data

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!

Uploading additional files, videos and pictures

Filename	Size	Delete
No Files		

Please upload videos, screenshots, powerpoints to provide further information about your PA solution.

Upload Files

(Allowed Filetypes: jpeg, jpg, png, gif, tif, doc, docx, pdf, ppt, pptx, pps, xls, xlsx, avi, mp4, wmv | Max Filesize: 8.00 MB)
If you want to submit larger files, please host them on a filehoster or your FTP server and provide us the download link here:

Save

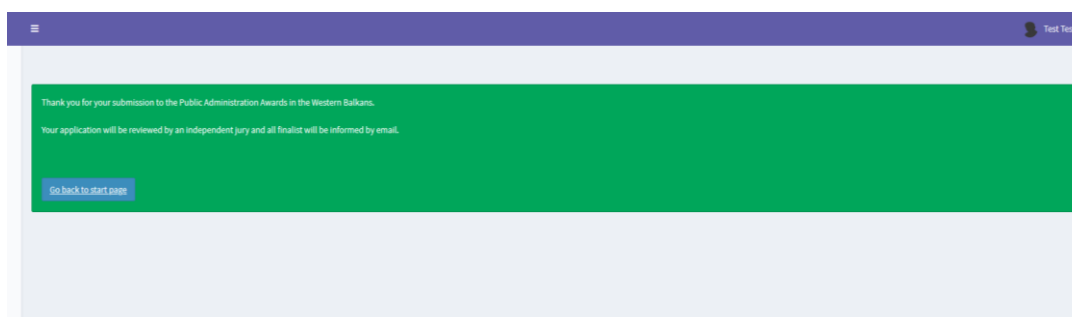■ I read and hereby agree to the Terms and Conditions for taking part in PAA 2022*

I confirm, my data is complete: Submit Project or save and continue later
(Warning: if you submit your project, you won't be able to edit your application anymore!)

Click here to upload files!

Use this option to upload big files

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 2022.

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