



CONTEST RULES

1 | GENERAL CONTEST and ELIGIBILITY CONDITIONS

- The ReSPA-OECD/SIGMA PA Awards 2022 invites creative, innovative, impactful and inspiring solutions for improving the public sector to better the lives of citizens.
- The submitted solutions must match one of the three categories described above.
- One public administration institution or/and department can apply for more than one category.
- The application must be filled out completely with no text boxes left unaddressed. The organisers of the award reserve the right to ask applicants to provide any missing information.
- Applications must come only from ReSPA member countries and Kosovo.*¹
- Registration, including submitting project information, must be completed online via the ReSPA-OECD/SIGMA PA Awards contest platform.
- In addition to the questionnaire, each application must include: (a) an internal or external evaluation/ report or similar document that highlights the results and impact of the initiative; and (b) letters of reference written by a third party, video materials, etc.
- In submitting a project, the project-owners thereby accept the rules of the ReSPA-OECD/SIGMA PA Awards 2022.
- Submissions that violate international copyright provisions will be excluded.
- The ReSPA-OECD/SIGMA PA Awards 2022 cannot be held liable for accepted submissions and their contents and rights.

2 | WHO CAN APPLY (TARGET AUDIENCE)?

- The ReSPA-OECD/SIGMA PA Awards 2022 is open to all public sector institutions from ReSPA members from all administrative levels, i.e. national, sub-national and local entities in Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Serbia and Kosovo.*
- In the case of public-private partnerships, the lead applicant must be a public sector institution. PA Awards will only be given to the public sector institution in such partnerships.

¹ * This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and ICJ Advisory opinion on the Kosovo Declaration of independence.

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- In case of multiple submissions by the same organisation, each initiative requires a separate registration.
- Consultancy companies or other types of organisations working on a consultancy basis are not eligible for the PA Awards.
- Individuals (public professional) cannot participate in the award.

3 | TIMETABLE FOR THE ReSPA-OECD/SIGMA PA AWARDS 2022



4 | BENEFITS AND IMPACTS OF PARTICIPATION IN THE PA AWARDS 2022

- A unique and exclusive package of awards is available for contestants, including trophies, certificates and special recognition of outstanding efforts, as well as peer learning activities and **tailored learning journeys** for winning candidates to observe best practices in the region and in the EU.
- The awards provide **external visibility and international acknowledgement** for public administrations in the Western Balkans, further leading to internal recognition and further development possibilities, including extra funding and the scaling up of their initiatives to other administrative and geographical areas.
- Contestants will receive **valuable feedback** for project improvements thanks to the Awards' multi-step assessment process.



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- Submitted initiatives will be used in **Respa's and SIGMA/OECD's** learning exchange and practice **transfer activities** in the region and internationally.
- Winning candidates will join a select '**club of excellency**' with networking opportunities in the region and beyond.
- The process of writing the application (in English) itself will be a highly beneficial opportunity for learning and for deepening contacts with other departments.
- Participating in the Awards offers candidates the opportunity to inspire each other with shared ideas, knowledge and experience of best practices.

5 | EXPLOITATION RIGHTS AND COPYRIGHTS

- By submitting a project to the ReSPA-OECD/SIGMA PA Awards, the applicant provides the award organisers with the exploitation rights to any submitted videos, pictures and other content for non-commercial promotion of the nominated product, presented in print, broadcast and any other forms of media, as well as for events.
- The applicant must own the copyright of all pictures, sounds, contents and other materials related to their application. All software used must be licensed.

6 | CONTEST LANGUAGE

The official language of the contest is English and the submitted initiative, as well as all supporting documents, should be in English. If any documents are provided in a local language, please note this in the application form (including in the case of press articles, data analytics, visualisations, statistics and citizens' feedback).

7 | EXCLUSION AND DISQUALIFICATION OF SUBMISSIONS FROM THE AWARD

- Incomplete submissions and any submissions that do not comply with the award rules and conditions will be withdrawn from the selection process. Applicants will be informed in a timely manner if their application is withdrawn from the selection process. There is no legal recourse against disqualification for any of the reasons outlined below:
- Conditions leading to the immediate disqualification of the contest:
 - conflict of interest and non-adherence to the process by those concerned;
 - presentation of misleading and false information in supporting documents;
 - inability to provide sufficient documentation to review the initiative;
 - unethical behaviour, including undue pressure on any person involved in the evaluation and selection process;
 - lack of ownership of the creative rights or infringement of others' copyright;
 - false registration information or non-compliance with the rules of the contest.

8 | ADDITIONAL ENDORSING AND TRANSVERSAL ASPECTS ACROSS CATEGORIES

To encourage diverse approaches and perspectives, the PA Awards 2022 will be especially sensitive to and supportive of initiatives that have the following characteristics and aims:

- initiatives that ensure continuity in the delivery of public services while fostering innovativeness and/or reducing costs
- initiatives that improve the resilience and responsiveness of public administrations and which prioritize citizens' needs
- initiatives that ensure stability in the functioning of public institutions in changed societal circumstances

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- initiatives that promote and tackle green and sustainable measures (or services) such as climate change mitigation, clean and affordable energy, zero pollution, shift to sustainable mobility, circular economy, etc.
- initiatives that provide special attention to gender issues and/or services for marginalised groups and citizens with special needs
- initiatives that promote cross-border collaboration
- initiatives that foster youth empowerment

9 | THE SELECTION OF WINNERS & THE JURY PROCESS

The winning candidates will be selected from all submissions through the selection process described on the website. For more information, see Point 3 below and the visualisations accompanying this document.

PA Awards 2022 | ReSPA | SIGMA

Four-step Evaluation & Selection Process after eligibility check

