

Public Administration

# Awards 2022

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



## Public Administration Awards in the Western Balkans 2022

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](mailto:pa-awards@respaweb.eu)

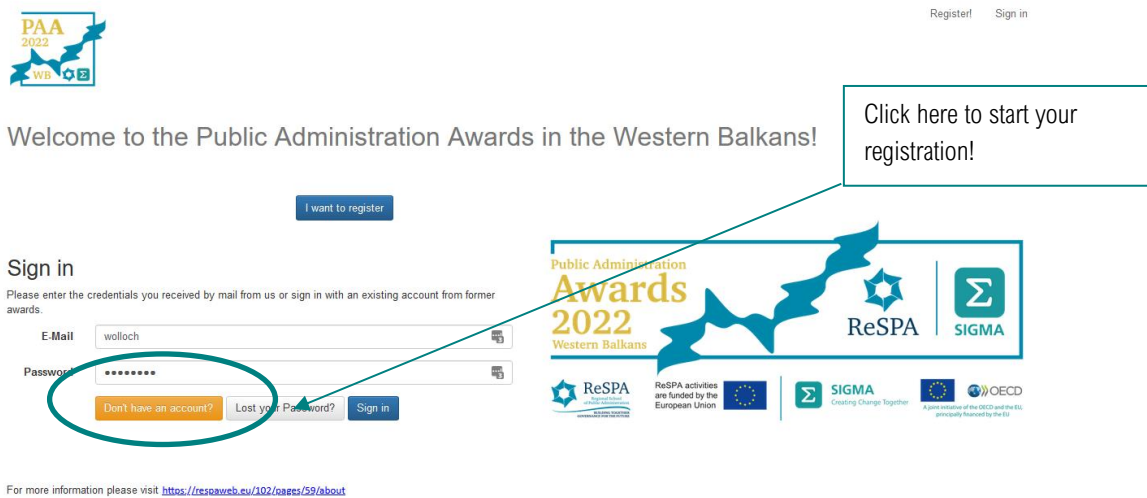
## AWARD APPLICATION PROCESS

### 1. Registration

Go to: <https://db.icnm.net/Signup/PAA/2022/>, and click “I want to register”.

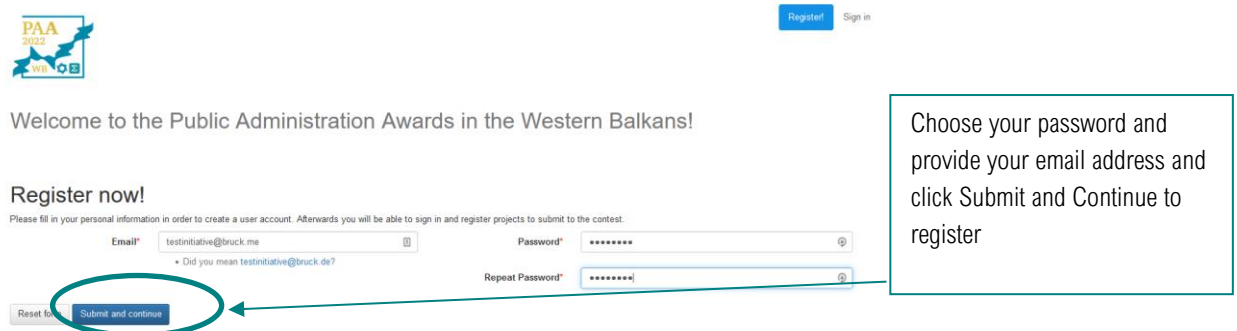
**Please fill in your email and select a password.**

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



The screenshot shows the registration page for the Public Administration Awards in the Western Balkans 2022. At the top right, there are links for "Register" and "Sign in". The main heading reads "Welcome to the Public Administration Awards in the Western Balkans!". Below this is a blue button labeled "I want to register". A callout box with a green border points to this button, containing the text "Click here to start your registration!". Below the button is a "Sign in" section with a form for "E-Mail" (containing "wolloch") and "Password" (containing "\*\*\*\*\*"). A callout box with a green border points to the "Don't have an account?" link, which is circled in green. Below the form are links for "Lost your Password?" and a "Sign in" button. At the bottom, there is a link for more information: "https://respa.wb.eu/102/pages/59/about". Logos for ReSPA, SIGMA, and the European Union are visible on the right side of the page.

### 2. Register an account



The screenshot shows the registration form for the Public Administration Awards in the Western Balkans 2022. At the top right, there are links for "Register" and "Sign in". The main heading reads "Welcome to the Public Administration Awards in the Western Balkans!". Below this is a blue button labeled "Register now!". A callout box with a green border points to this button, containing the text "Choose your password and provide your email address and click Submit and Continue to register". Below the button is a form with fields for "Email\*" (containing "testinitiative@bruck.me"), "Password\*" (containing "\*\*\*\*\*"), and "Repeat Password\*" (containing "\*\*\*\*\*"). A callout box with a green border points to the "Submit and continue" button, which is circled in green. Below the form is a "Reset" link. Logos for ReSPA, SIGMA, and the European Union are visible on the right side of the page.

### 3. Complete your Profile with your Personal Data

testinitiative@bruck.me Edit my profile Logout

Complete your Profile

Welcome to the contest database!  
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”.

Welcome to the Contest Database.

Details about nomination

**PUBLIC ADMINISTRATION AWARDS FOR THE WESTERN BALKANS  
A LEAP TO BETTER CITIZENS' LIVES IN THE WESTERN BALKANS**

The core mission of ReSPA and OECD/SIGMA is to enhance governance initiatives and support the establishment of strong public governance systems in the Western Balkan region.

To promote and recognise outstanding efforts in public administration, ReSPA and OECD/SIGMA are launching a second round of Public Administration Awards in the Western Balkans.

The focus of the 2022 PA Awards is on recognising the provision of better public services to improve the lives of citizens in the Western Balkans.

**The call for applications is open till 15th of June 24hrs/midnight.**

Please fill out and complete the entire application form. 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.

For more information, visit the webpage: [https://www.respaweb.eu/wb\\_public\\_awards\\_2022](https://www.respaweb.eu/wb_public_awards_2022)

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

If you have any questions about the contest, please get in touch with [awards@respaweb.eu](mailto:awards@respaweb.eu)

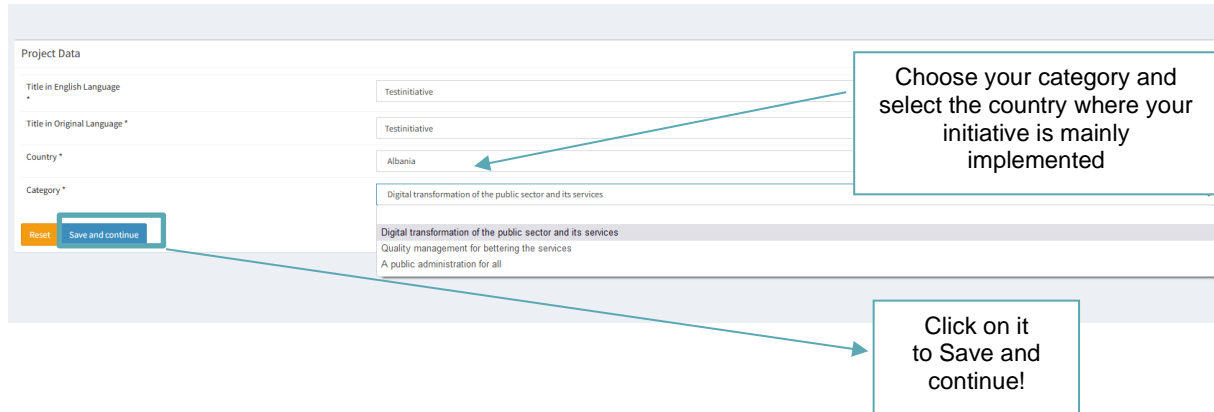
If you have technical issues with the database, please get in touch with [office@ocdsigmaawards.org](mailto:office@ocdsigmaawards.org)

Open Registrations

PAA 2022 [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.



The screenshot shows a form titled "Project Data" with the following fields:

- Title in English Language: Testinitiative
- Title in Original Language: Testinitiative
- Country: Albania
- Category: Digital transformation of the public sector and its services

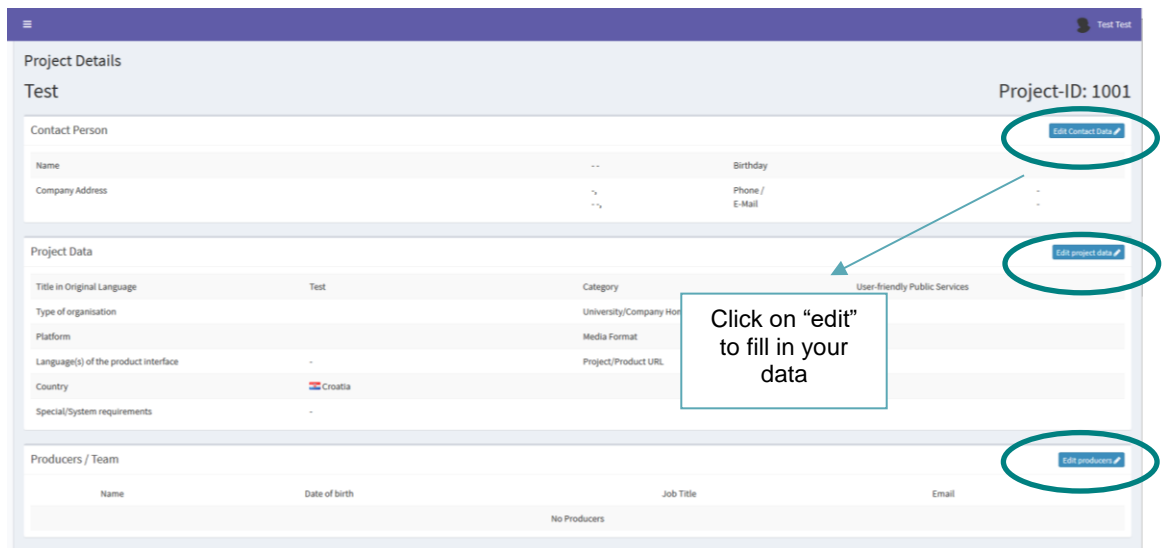
At the bottom left, there are two buttons: "Reset" and "Save and continue".

Annotations include:

- A box pointing to the "Country" field: "Choose your category and select the country where your initiative is mainly implemented"
- A box pointing to the "Save and continue" button: "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.



The screenshot shows a form titled "Project Details" for "Test" with Project-ID: 1001. It is divided into three main sections:

- Contact Person:** Fields for Name, Birthday, Company Address, Phone / E-Mail. Includes an "Edit contact data" button.
- Project Data:** Fields for Title in Original Language (Test), Category (User-friendly Public Services), Type of organisation (University/Company Hor), Platform (Media Format), Language(s) of the product interface, Country (Croatia), and Special/System requirements. Includes an "Edit project data" button.
- Producers / Team:** Fields for Name, Date of birth, Job Title, and Email. Includes an "Edit producers" button.

Annotations include:

- A box pointing to the "Edit project data" button: "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	
<b>Short description of the initiative</b> (in the manner of a 'pitch') Please provide an executive summary of the initiative	L: 2000
<b>Background</b> (What was the origin of the initiative? Grounds, reasons for the project)	Supporting questions: <i>What was the origin of the initiative? Which concrete problem did you encounter?</i>  L: 600
<b>Objectives</b> (Which concrete challenge(s) does your initiative aim to solve?)	Supporting: <i>Please try to outline both the general and specific objectives of the initiative</i>  L: 600
<b>Target audience- Beneficiaries</b> (Who did you want to reach/support with your initiative? Specific group of beneficiaries, all citizens?)	L: 600
<b>Delivery/implementation</b> (i.e. structure, processes, management, HR input, budget, if available)	Supporting questions: <i>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?</i>  L: 1200
<b>Stakeholder involvement</b> (i.e. How inclusive is your initiative?)	Supporting: <i>Describe how you (or the initiative) help to bring together different stakeholders, partnership working among various actors and capture diverse</i>

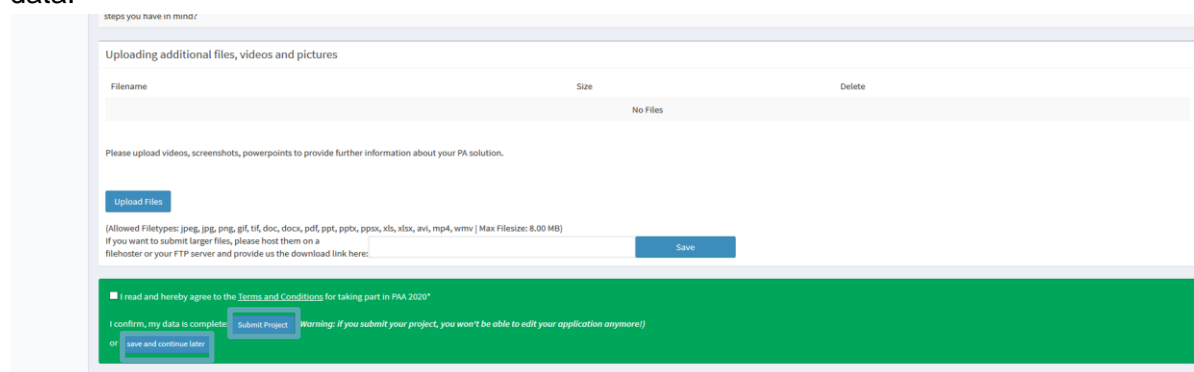
	<p><i>views. Describe if and how users were involved in the co-design, co-production and co-evaluation of the initiative.</i></p> <p>L: 600</p>
<p><b>Visibility</b> (<i>i.e. How did you communicate about the solution provided / service offered to those concerned?</i>)</p>	<p>Supporting questions: <i>Has it reached a not insignificant number of audience and been recognized?</i></p> <p>L: 600</p>
<p><b>Results/Impact</b> (How effective has your initiative been? What were the tangible results?)</p>	<p>Supporting questions: <i>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).</i></p> <p>L: 750</p>
<p><b>Most important creative and forward-looking features</b> from the applicant's point of view</p>	<p>Supporting questions: <i>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.</i></p> <p>L: 750</p>
<p><b>Sustainability</b> (embedded in future activities; not biased to changes, predictable funding, etc.)</p>	<p>L: 600</p>
<p><b>Potential for transferability</b> (Could your initiative be transferred to other organisations in your country or elsewhere?)</p>	<p>Supporting questions: <i>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?</i></p> <p>L: 600</p>





## 8. Check your application

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



steps you have in mind:

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, pptm, 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\*

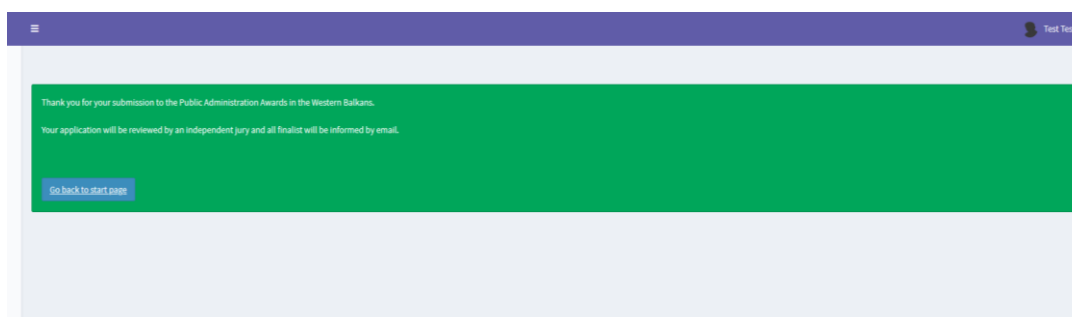
I confirm, my data is complete [Submit Project](#) Warning: if you submit your project, you won't be able to edit your application anymore!

or [save and continue later](#)

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 for your submission to the Public Administration Awards in the Western Balkans.

Your application will be reviewed by an independent jury and all finalist will be informed by email.

[Go back to start page](#)

**THANK YOU!**

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

[pa-awards@respaweb.eu](mailto:pa-awards@respaweb.eu)

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

[office@worldsummitawards.org](mailto:office@worldsummitawards.org)