

Public Administration
Awards
2024
Western Balkans



APPLICATION GUIDE



To apply for the Western Balkans Public Administration Awards 2024, you have to submit your application to the Contest Platform: <https://db.icnm.net/Signup/PAA/2024>

This manual will provide you with a complete guide to submit your application. As an 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 APPLICATION PROCESS

1. Registration

Go to: <https://db.icnm.net/Signup/PAA/2024/>, 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 with the following elements:

- Top right: "Register" and "Sign in" links.
- Header: "Welcome to the Public Administration Awards in the Western Balkans!"
- Form: "I want to register" button, "Sign in" section with "E-Mail" and "Password" fields, and "Sign in" button.
- Annotations: A blue circle highlights the "Don't have an account?" button. A blue arrow points from a text box "Click here to start your registration!" to this button.
- Footer: "For more information please visit <https://re...>"

2. Register an account

Register now!

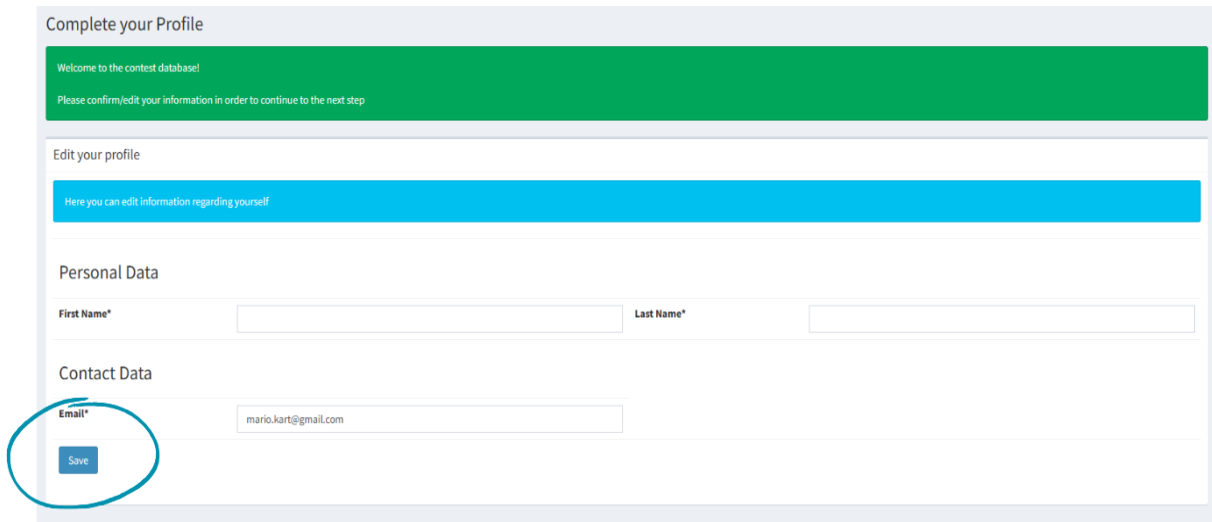
Please fill in your personal information in order to create a user account. Afterwards you will be able to sign in and register pro!

The registration form includes the following fields and buttons:

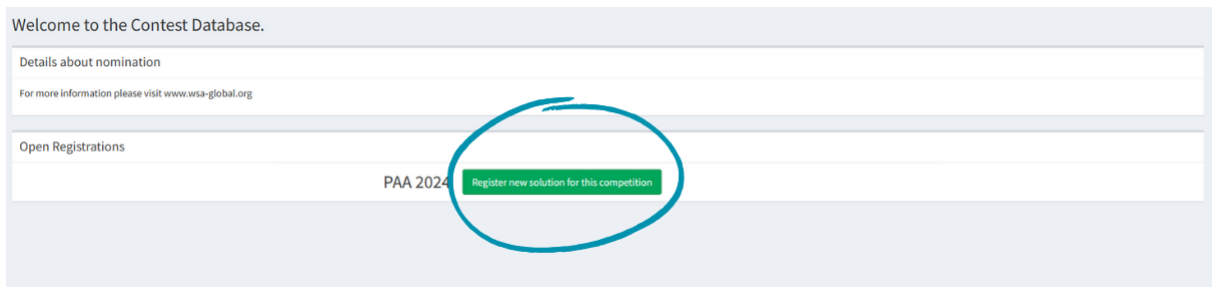
- Email***: Input field with "johndoe@example.com" and error message "The email address is not valid".
- Password***: Input field with error message "Not long enough".
- Repeat Password***: Input field with error message "Fillen Sie dieses Feld aus.".
- Buttons: "Reset form" and "Submit and continue".

Choose your password and provide your email address and click Submit and Continue to register

3. Complete your Profile with your Personal Data”.

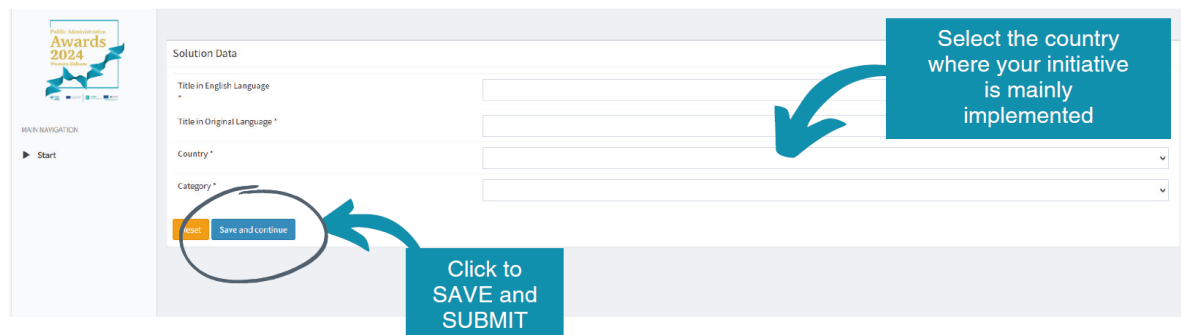


4. Click on the button “Register new project for this competition”



5. Project Data (1/2)

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



6. Project Data (2/2)

In this 2/2 step of the project data, you are asked to provide more detailed information about your project:

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. If there is no such material you are not obliged to attach it.

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.

Solution Information

[Edit solution 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?)

RESULTS | IMPACT (How effective has your initiative been? What were the tangible results?)

USER-CENTRICITY (i.e. How is the initiative designed, developed and implemented based on users' needs?)

TARGET AUDIENCE / USERS (Who did you want to reach out to/support with your initiative? Specific group of beneficiaries, all citizens, part of the population, businesses?)

DELIVERY | IMPLEMENTATION (i.e. structure, processes, management, HR input, budget, if available, transparency, integrity and accountability elements)

VISIBILITY (i.e. How did you communicate about the solution provided / service offered to those concerned?)

Most important INNOVATIVE and FORWARD-LOOKING FEATURES (from the applicant's point of view)

SUSTAINABILITY (What makes your initiative sustainable? Embedded in future activities, 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

Files	Size	Delete

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

[Upload Files](#)

(Allowed Filetypes: jpeg, jpg, png, gif, tiff, doc, docx, pdf, ppt, pptx, ppsx, xls, xlsx, avi, mp4, wmv) | Max Filesize: 10 MB

Submit larger files, please host them on a filehoster or your FTP server and provide us the download link here:

[Save](#)

8. Check your application

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

(Allowed Filetypes: jpeg, jpg, png, gif, tif, doc, docx, pdf, ppt, pptx, ppsx, 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:

I read and hereby agree to the [Terms and Conditions](#) for taking part in PAA 2024*

or

[Warning: If you submit your solution, you won't be able to edit your application anymore!]

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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.

Agree to Terms & Conditions and submit your application

PLEASE NOTE:
all fields marked with
* are obligatory

Dear candidate for the Public Administration Awards 2024,

On behalf of ResPA and OECD/ISSIPA, we would like to send a HUGE thank you for designating your time to participate in this unique event and share with us your inspiring practice/initiative/services to improve citizens' lives. We are honored by your trust and participation, both of which have directly influenced the quality of the competition.

In the next phase, ResPA and OECD/ISSIPA experts will evaluate the eligibility and screen the methodology of your submission. We will keep you in the loop with our emails regarding the next steps of the Assessment phase.

Wishing you every success!

Sincerely,
PA Awards Team

[Go back to start page](#)

You should see this page once you submitted your application

THANK YOU!

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

pa-awards@respaweb.eu