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.

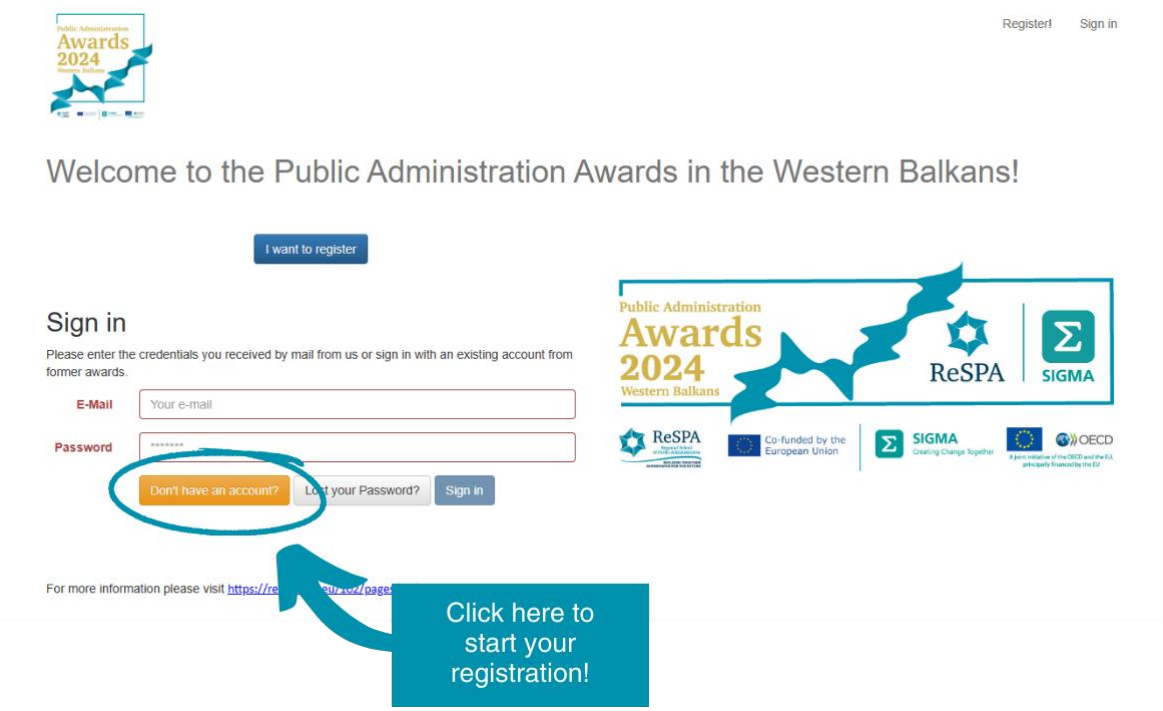
If you have further questions or you experience problems submitting your application, please get in
touch with the ReSPA Team, serving as the awards helpdesk:
pa-awards@respaweb.eu

AWARD APPLICATON PROCESS

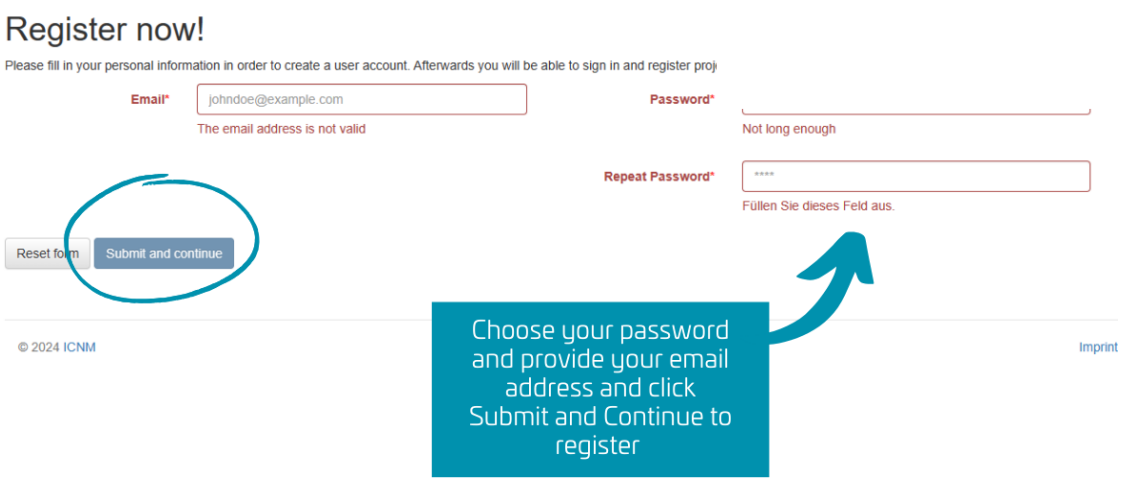
1. Registration

Go to: https://db.icnm.net/Signup/PAA/2024/, and click “I want to register”.
Please fill in your email and select a password.

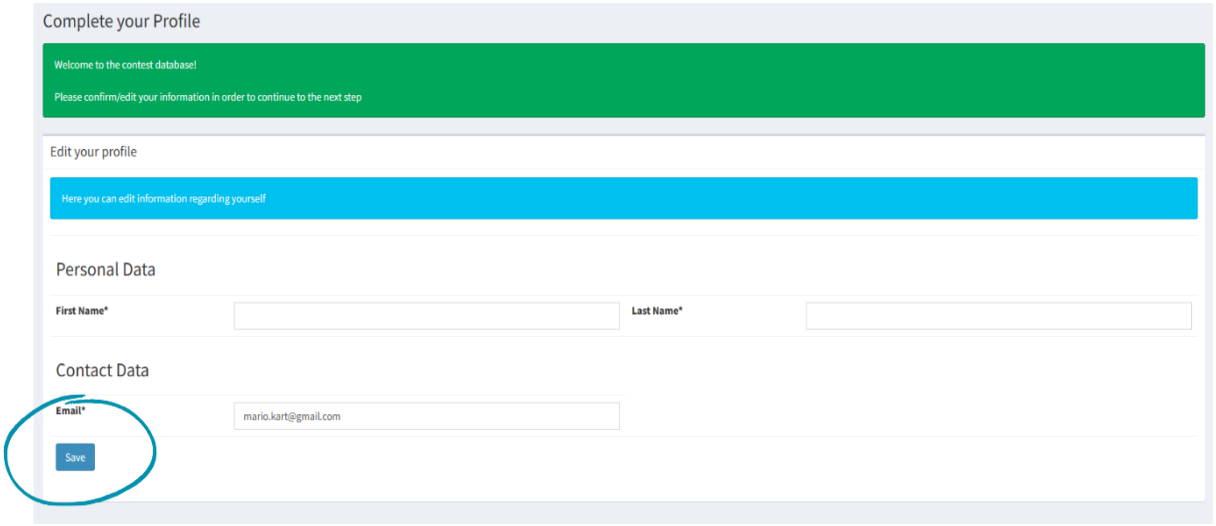
Then click on the button “Submit and Continue”. You will receive a confirmation mail.



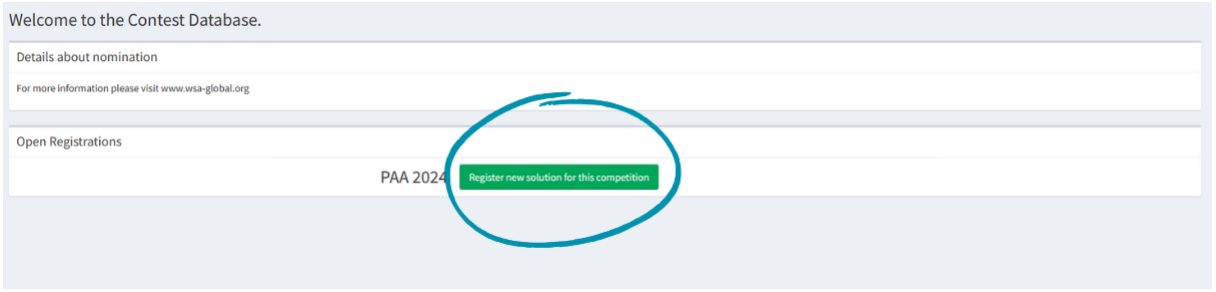
2. Register an account



3. Complete your Profile with your Personal Data".

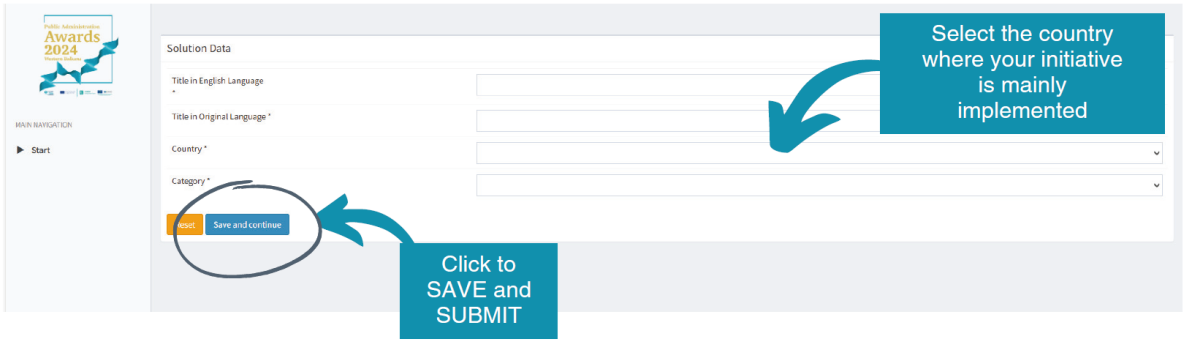


4. Click on the button "Register new project for this competition"



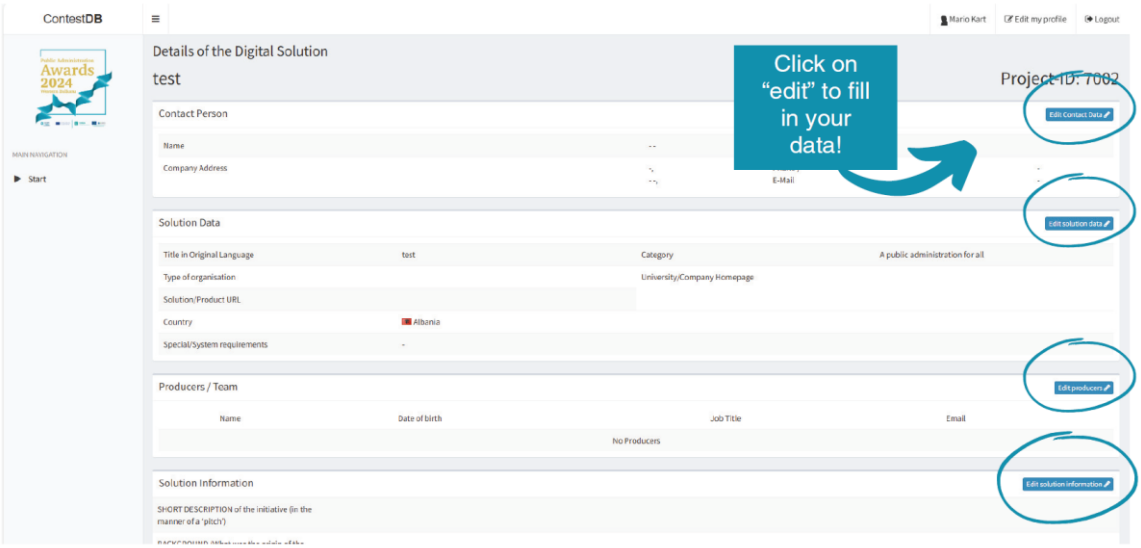
5. Project Data (1/2)

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

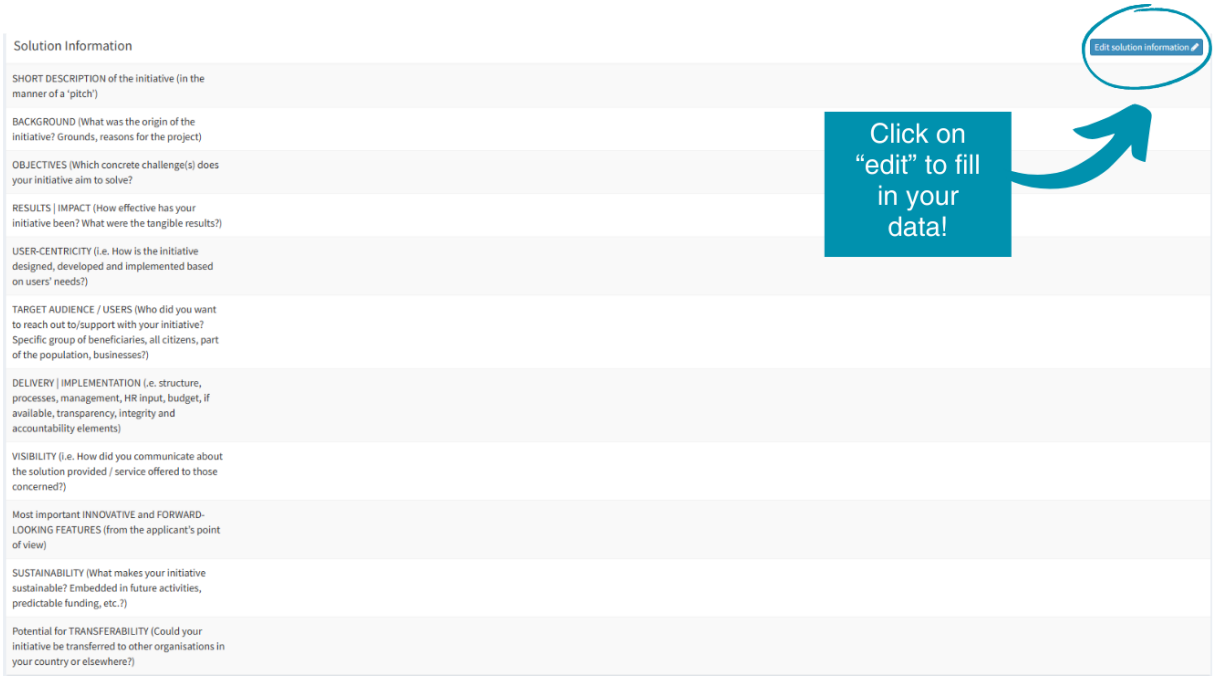
Please fill out and complete the entire application form. Please be precise and on the point.

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!

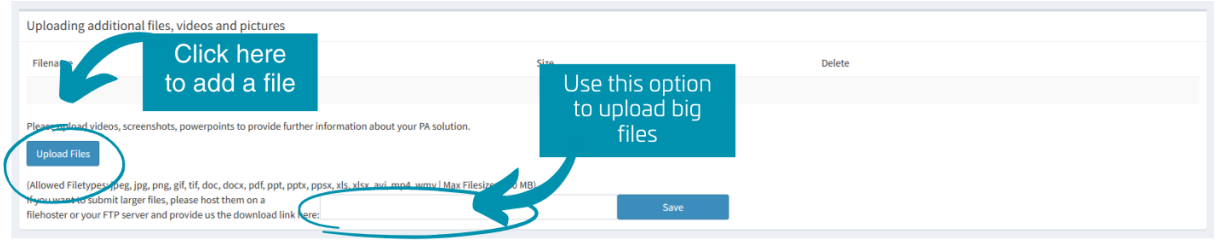
If you use visualisations (where they add value) and/or cross-references please upload them and make reference to it in the respective box.

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



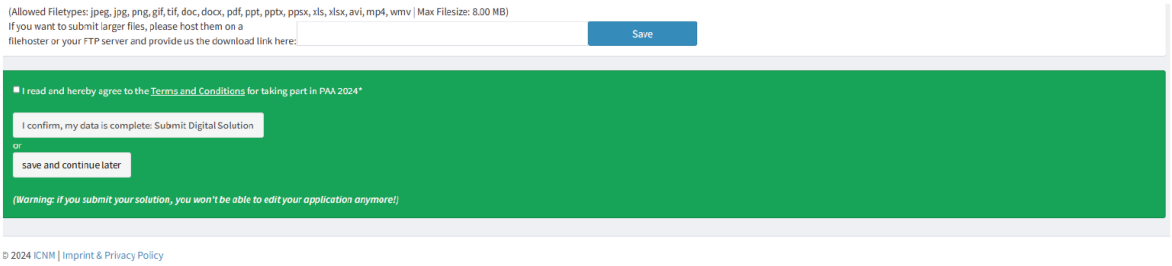
You can complete the product information uploading files (screenshots, presentations, documents, etc.) to visualize the unique value of your initiative.

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

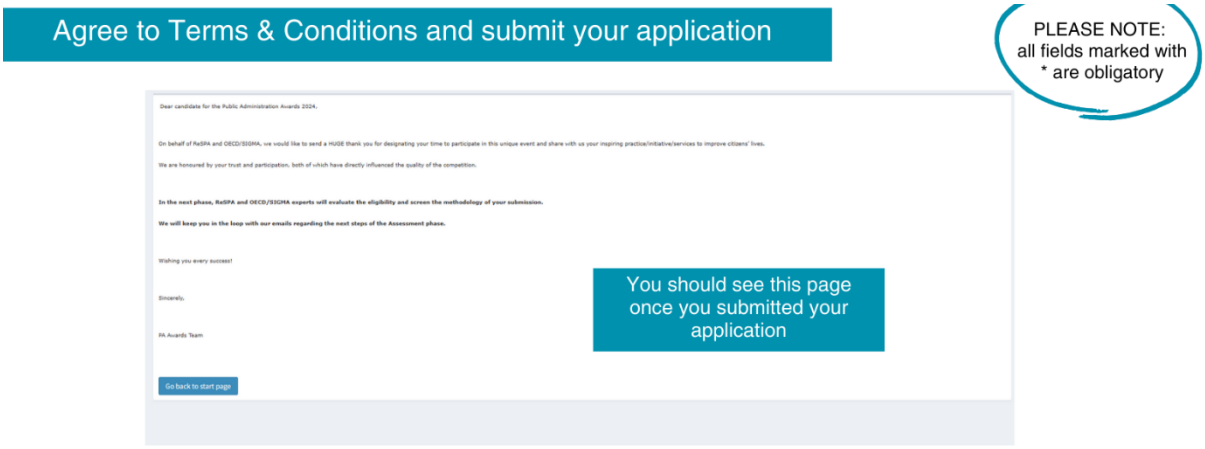
Double check your application and that you have completed all the fields with the correct data..



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.



THANK YOU!

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

pa-awards@respaweb.eu