



# CONTEST RULES

## 1 | GENERAL CONTEST RULES and ELIGIBILITY

- The ReSPA-SIGMA WB PA Awards 2024 invites applicants to submit impactful and result-oriented solutions contributing to the improvement of governance and public service delivery.
- Applications should have been in place long enough (in implementation) to show substantial progress and results.
- Applications must come from ReSPA members (Albania, Bosnia and Herzegovina, Republic of North Macedonia, Montenegro and Serbia) and Kosovo.\*<sup>1</sup>
- Each applicant can submit more than one application. All submissions must be made separately.
- The application must be filled out completely with no text fields left empty. The organisers of the award reserve the right to ask applicants to provide any missing information.
- Registration, including the submission of application, must be completed online via the ReSPA-SIGMA WB PA Awards contest platform.
- In addition to the application form/questionnaire, each application can include (strongly recommended) supplementary documentation in relation to project implementation, outputs, outcomes and delivery, as well as other material the applicant deems relevant, incl. charts/tables/diagrams, video, audio, photos, links to websites and social media sites.
- In submitting a project, the project-owners thereby accept the general contest rules of the ReSPA-SIGMA WB PA Awards 2024.
- Submissions that violate international copyright provisions will be excluded.
- The ReSPA-SIGMA PA Awards 2024 cannot be held liable for accepted submissions and their contents and rights.
- Projects previously submitted for the WB PA Awards may be resubmitted provided that they have undergone noteworthy updates, adaptations and further development or have achieved significant

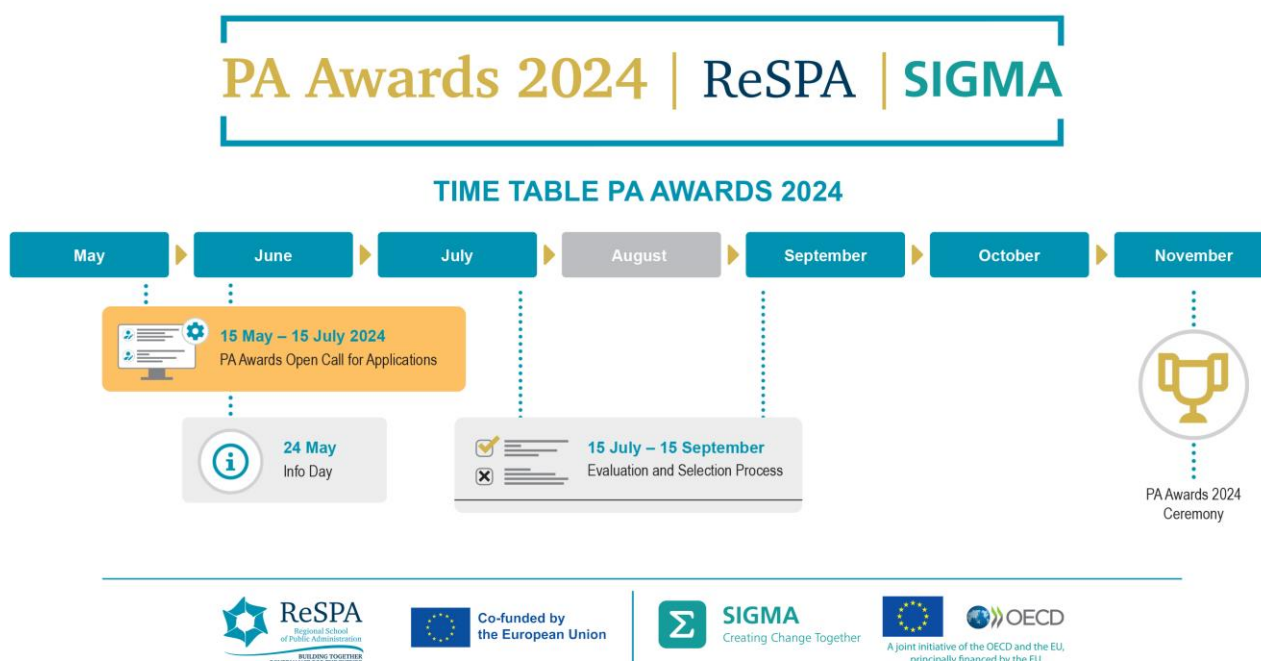
\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and ICJ Advisory opinion on the Kosovo Declaration of independence

impact and results which must be clearly demonstrated during the application, assessment and selection process.

## 2 | WHO CAN APPLY?

- The ReSPA-SIGMA WB PA Awards 2024 is open to all public sector institutions<sup>2</sup> from all administrative levels, i.e. national, sub-national and local, in Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Serbia and Kosovo\* for initiatives predominately financed from public resources.
- Applications can be submitted jointly i.e., by two or more applicants, including cross-regional and with private entities, non- profit organizations and academic institutions, in which case a public administration entity must be designated as a lead. Award will only be given to the public administration organization in such cases.
- Consulting firms or other organisations offering consulting services are not eligible to apply.
- Individuals who work in public administration and other natural persons are not eligible to apply both individually and as part of a joint application.

## 3 | TIMETABLE FOR THE ReSPA-SIGMA PA AWARDS 2024



DEADLINE TO SUBMIT APPLICATION: 15 JULY 2024

<sup>2</sup> This refers to all public administration entities regardless of their organizational structure and their position and role in the organization of public administration, at both national and any sub-national and/ or local level



#### 4 | BENEFITS AND IMPACTS OF PARTICIPATION IN THE WB PA AWARDS 2024

- A unique and exclusive package of awards is available for contestants, including trophies, certificates and special recognition for outstanding efforts, as well as peer learning activities and **tailored learning journeys** for winners 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 development possibilities, including the scaling up of their initiatives to other administrative and geographical areas.
- Contestants will receive **valuable feedback** for project improvement thanks to the Awards' multi-step assessment process.
- Submitted initiatives will be used in **ReSPA's and SIGMA's** learning exchange and practice **transfer activities** in the region and internationally.
- Winners will join a Community of Inspirational Practices which represents '**club of excellency**' with networking opportunities in the region and beyond.
- The process of writing the application itself is a highly beneficial opportunity for learning and networking.
- Participation in the WB PA Awards offers candidates the opportunity to inspire each other with shared ideas, knowledge and exchange of best practices.

#### 5 | EXPLOITATION RIGHTS AND COPYRIGHTS

- By submitting a project to the ReSPA-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, must be in English. If any of the submitted documents are in a local language, please state this in the application form (including in the case of press releases and news reporting, data analytics, visualisations, statistics and citizen feedback).

#### 7 | EXCLUSION AND DISQUALIFICATION OF SUBMISSIONS FROM THE AWARD

- Incomplete submissions and submissions that do not comply with the general contest 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 from 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 | THE SELECTION OF WINNERS & THE JURY PROCESS

The winners will be selected from a pool of applications projects received during the call for applications through the selection process described on the [ReSPA website](#). For more information, see below.

# PA Awards 2024 | ReSPA | SIGMA

## Four-step Evaluation & Selection Process after eligibility check

