



# **European Prize for Innovation in Public Administration**

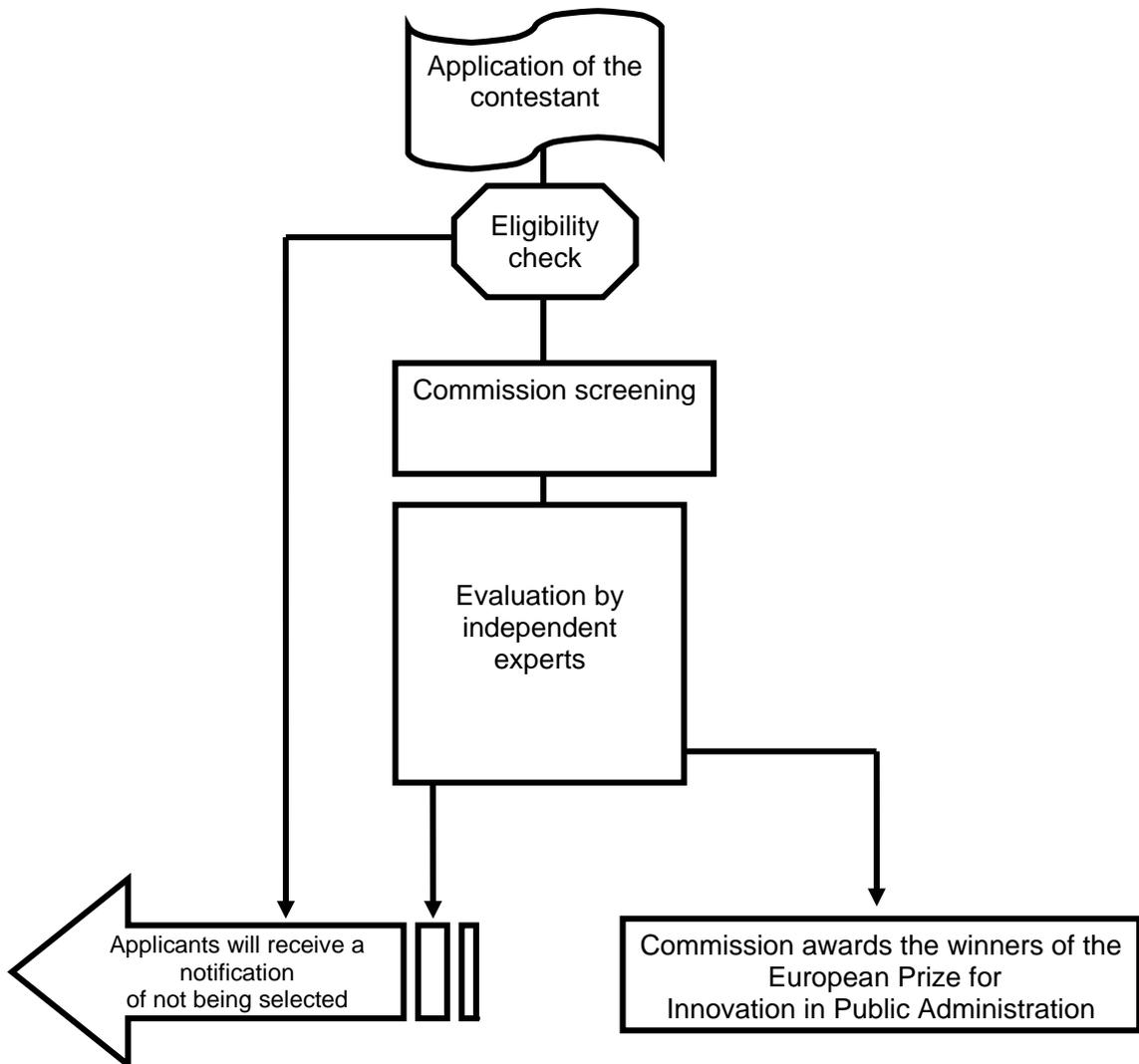
***[FP7-CDRP-2013-Admin-Innovators]***

***CONTEST RULES***

## CONTEST RULES

Prizes under the Seventh Framework Programme (FP7) are awarded following a contest. The contest for the European Prize for Innovation in Public Administration is published and managed by the European Commission. All applications must be submitted using the link to the special web-based submission service under [www.ec.europa.eu/admin-innovators](http://www.ec.europa.eu/admin-innovators) by the 15 February 2013, 17:00:00 Brussels local time.

The sequence of steps of the prize competition is summarised in this flow chart:



## **Definitions:**

“Application” means a submission of an application of a contestant for the European Prize for Innovation in Public Administration.

“Contestant” means the public administration that competes for the prize under the terms of this contest.

## **Who can participate?**

All public administrations in the EU Member States or in Associated Countries to the 7<sup>th</sup> Research and Development Framework Programme (FP7).

The EU Member States are:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

The Associated Countries are:

Albania, Bosnia and Herzegovina, Croatia, Faroe Islands, FYR Macedonia, Iceland, Israel, Liechtenstein, Moldova, Montenegro, Norway, Serbia, Switzerland and Turkey

For the purposes of this prize competition a public administration is any state, regional or local authority, that is both established under national law as a public body and is executing government policy. A 'public body' according to the definition of the FP7 Rules for Participation<sup>1</sup> means "any legal entity established as such by national law". "Established" in turns means either incorporated as a public body in a formal legal act, or governed by public law.

## **Prizes**

Contestants can submit only one application in only one of the three categories specified below. Per category up to three prizes will be awarded.

**Value of each prize                      EUR 100 000**

### **Prize categories**

1. Initiatives for **citizens**

(e.g. special assistance for the elderly; eco-friendly public transport; participatory budgeting)<sup>2</sup>

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<sup>1</sup> OJ L 391 of 30.12.2006. p.1.

<sup>2</sup> The examples given are by no means to be regarded as complete or exhaustive.

2. Initiatives for **firms**  
(e.g. providing networking platforms for start-ups; supporting rural entrepreneurs with e-trade tools)<sup>3</sup>
3. Initiatives for **education** and **research**  
(e.g. new approaches to vocational training; fostering a better learning environment for primary schools; facilitating entrepreneurship of researchers<sup>4</sup>)

### **Indicative timetable for the Prize competition**

Publication of the call	17-September-2012, Brussels local time	12.00.00
Deadline for submission of applications	15-February-2013, Brussels local time	17.00.00
Winners will be announced	2013	

### **How to submit**

1. An Application must be submitted via the electronic submission system provided as a link on the website of the contest: [www.ec.europa.eu/admin-innovators](http://www.ec.europa.eu/admin-innovators). Applications reaching the Commission by any other means are regarded as 'not submitted', and will not be evaluated.
2. An Application must be complete and fully filled in conformity with the *Application guide* provided on the contest website. Applications which fail to do so will be rejected. Please see the *Application guide* for detailed information.
3. The deadline for submission of applications is **15 February 2013, at 17.00.00** (Brussels local time).
4. The submission will be automatically registered in a database and acknowledged immediately after entry. The sending of an acknowledgement of receipt does not imply that an application has been accepted as eligible for evaluation.
5. There is no fee to apply to the contest.

If a contestant would like to withdraw an application, this can be done by email to [rtd-admin-innovators@ec.europa.eu](mailto:rtd-admin-innovators@ec.europa.eu). The contestant is assumed to be the representative of the public administration.

Further guidance on the submission of applications is given in the *Application guide* on the website [www.ec.europa.eu/admin-innovators](http://www.ec.europa.eu/admin-innovators)

<sup>3</sup> Ibid.

<sup>4</sup> Ibid.

## **Eligibility criteria**

Before the evaluation starts, the application is subject to an eligibility check carried out by the Commission. An application which does not fulfil the eligibility criteria will not be retained for evaluation.

The following eligibility criteria apply:

1. The contestant must be an established public administration at national, regional or local level in an EU Member State or an FP7 Associated Country.
2. The contestant's submission will consist of a complete application for the "European Prize for Innovation in Public Administrations".
3. The on-going initiative or programme subject of the application has been running for at least 1 year but not longer than 4 years by the time of submission.
4. The initiative or programme is owned by the contestant (idea, planning, design, launch, administration etc.).
5. The initiative or programme cannot have already been awarded a monetary prize by an EU Institution.

## **Evaluation procedure**

The evaluation of the application is carried out by the Commission with the assistance of independent experts. In a first step a committee of Commission staff will carry out a pre-screening of all received applications. Each application will be evaluated against the eligibility and award criteria outlined in the Work Programme<sup>5</sup>.

In a second step, independent experts perform the evaluation on a personal basis, not as representatives of their employer, their country or any other entity. They sign an appointment letter, including a declaration of confidentiality and absence of conflict of interest before starting their work. Confidentiality rules must be adhered to at all times, before, during and after the evaluation.

The Commission reserves the right not to select a winner if no suitable entries are received or proposed by the jury.

The Commission allocates the applications to individual experts, taking account of the fields of expertise of the experts, and the absence of conflicts of interest.

At the beginning of the evaluation, the experts will be briefed by the Commission on the evaluation procedure, the experts' responsibilities, the issues involved in the particular area/objective, and other relevant matters.

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<sup>5</sup> [ftp://ftp.cordis.europa.eu/pub/fp7/docs/wp/capacities/coherence/t-wp-201301\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/wp/capacities/coherence/t-wp-201301_en.pdf)

## **Award criteria**

The winners of the "European Prize for Innovation in Public Administration" will be selected according to the following award criteria :

- The originality and replicability  
Initiatives must be highly innovative and will be judged on the level of quality of implementation and potential for being replicated in other European contexts.
- The economic relevance for the community concerned.  
Important aspects to be considered will be, for example: increased efficiency in resource allocation; more effective use of personnel, ICT platforms or green technology; increased cost efficiency; improved attractiveness for investors; better service delivery.
- The societal relevance for the community concerned  
In line with the Europe 2020 strategy goals, initiatives will be assessed on their potential to address grand social challenges (e.g. the ageing of Europe, climate change, clean water, renewable energy and resource efficiency). Importance will also be given to the level of citizen engagement and satisfaction as well as the involvement of direct users in the design and operation of the initiative.
- The planned use of the prize money  
Plans to use the prize money to scale-up or expand the initiative will be judged based on their ambition and feasibility, on the expected impact and benefits for citizens and on their potential to attract further financial or technical support from other sources for their realisation.

## **Individual evaluation**

At this first step the experts are acting individually; they do not discuss the proposal with each other, nor with any third party. The experts record their individual opinions in an Individual Evaluation Report (IER), giving scores and also comments against the evaluation criteria.

When ranking applications, experts must *only* apply the abovementioned award criteria.

Experts will assess and mark the applications exactly as they were submitted. They do not make any assumptions or interpretations about the project in addition to what is in the application.

## **Consensus meeting**

Once all the experts to whom applications have been assigned have completed their IER, the evaluation progresses to a consensus assessment, representing their common views. This entails a consensus meeting to discuss the shortlists and to prepare comments.

The Commission may decide to organise hearings with shortlisted applicants. If hearings are planned, you will receive an invitation only if your application is sufficiently high in the ranking.

In this case, you may be asked to provide further details about the initiative. The letter of invitation will specify the date and time and particular arrangements to be made if you cannot attend in person. The Commission also reserves the right to schedule visits by the evaluators to the site of the applicant's initiative

The final consensus discussion is moderated by a representative of the Commission. The role of the moderator is to seek to arrive at a consensus between the individual views of experts without any prejudice for or against particular applications or the organisations involved, and to ensure a confidential, fair and equitable evaluation of each application according to the evaluation criteria.

The outcome of the consensus step is the final list of the best initiatives in each of the three categories to be awarded a prize, documented by the Consensus Report. This will be signed/approved (either on paper, or electronically) by all experts, or as a minimum, by the "rapporteur" and the moderator. The moderator is responsible for ensuring that the Consensus Report reflects the consensus reached, expressed in scores and comments. In case it is impossible to reach a consensus, the report sets out the majority view of the experts but also records any dissenting views.

The Commission will take the necessary steps to assure the quality of the Consensus Reports, with particular attention given to clarity and consistency. The signing of the Consensus Report completes the prize competition selection phase.

The winners of the European Prize for Public Administration will be sent an award letter. All other contestants will be notified about the outcome of their application thereafter.

## **Processing of personal data**

All personal data contained in the application shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council (OJ L8 of 12.01.2001, p1) on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Such data shall be processed by the Controller solely in connection with the implementation and follow-up of the application of the winner, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Community and European Union legislation.

Applicants may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. They should address any questions regarding the processing of their personal data to the Controller, via the contact person: Mr. Peter Droell, Head of Unit of RTD/C1 (Address: European Commission, DG Research and Innovation, SDME 9/47, 1049 Brussels, Belgium). Please send in addition a scanned copy of your letter by e-mail to [rtd-admin-innovators@ec.europa.eu](mailto:rtd-admin-innovators@ec.europa.eu). Applicants may, at any time, lodge a complaint against the processing of their personal data with the European Data Protection Supervisor.

The Commission shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- The name of the winning public administration
- The contact addresses of the winner;
- The general purpose of the activities of the company of the winner in relation to the award of the prize in the form of the summary provided by the winner;
- The amount of the prize awarded;
- The geographic location of the activities carried out.

The European Commission may produce videos or other promotional material about the winners. Photos taken by the Commission either in preparation of the award ceremony or during the award ceremony are the sole property of the Commission.

### **General sources of help:**

**The Commission's Prize Help desk**                      [rtd-admin-innovators@ec.europa.eu](mailto:rtd-admin-innovators@ec.europa.eu)

National Contact Points                                      <http://cordis.europa.eu/fp7/ncp.htm>

National Contact Points in third countries              [http://cordis.europa.eu/fp7/third-countries\\_en.html](http://cordis.europa.eu/fp7/third-countries_en.html)

### **Technical assistance:**

eFP7 Service Desk    <http://ec.europa.eu/research/participants/portal/page/contactus>

Electronic Submission Services help desk  
<http://ec.europa.eu/research/participants/portal/page/contactus>

E-mail: [DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu)

Ethics help desk    [http://cordis.europa.eu/fp7/get-support\\_en.html](http://cordis.europa.eu/fp7/get-support_en.html)

**The application process is designed to be as simple as possible. Should you need further urgent clarification, please call our help line directly on: +32 229 75060**