

Section 3

PLEASE USE SEPARATE SHEETS

1. Project Overview:
 - a. Why was the project started? (Maximum 100 words)
 - b. How many years has the project been in operation? (Maximum 100 words)
 - c. What does the project aim to achieve? (Maximum 100 words)
 - d. What service delivery problems does the project solve? (Maximum 100 words)
2. Innovation:
 - a. What is the innovation or what is innovative about the project? (Maximum 100 words)
 - b. Is this original or an adaptation? Explain (Maximum 200 words)
3. Impact:
 - a. What are the highlights/achievements of the project in reference to service delivery? (Maximum 500 words)
 - b. Provide evidence of improvements in the quality of services delivered through this project. Quantify where possible e.g. increased number of beneficiaries or reduction in queues. (Maximum 500 words)
4. Sustainability:
 - a. How is the project being sustained and replicated? (Maximum 200 words)
 - b. How do you ensure the continued existence of the project? (Maximum 300 words)
5. Replicability:
 - a. Describe how your initiative can be or is being replicated / adapted elsewhere? (Maximum 300 words)
6. Challenges and Lessons:
 - a. What challenges were experienced during the implementation of the project and how were they overcome? (Maximum 300 words)
 - b. What are the key lessons that can be shared with others? (Maximum 300 words).
7. Please provide a summary of the project (as you would like it to appear in a finalist publication and citation for the awards ceremony).
 - a. Project overview (Maximum 100 words)
 - b. What is the innovation (Maximum 150 words)
8. Certification of project:

I, _____ (surname & title) confirm that the information provided in this document is accurate and has been approved by _____ (full name & title).

9. Signatures of Applicants:

I/We agree to adhere by the rules of the All Africa Public Sector Innovation Awards.

Name: _____ Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

2012 All Africa Public Sector Innovation Awards

Submission Form



General Information

Background

The African Union (AU), and the 7th Pan Africa Conference of Ministers of Public Civil/Service announces the third annual All Africa Public Sector Innovation Awards 2012 (AAPSIA 2012). The All Africa Public Sector Innovation Awards is the first Africa-wide awards programme that celebrates innovation in the public sector. The programme recognises and rewards the achievements of public servants and their partners from the private and not-for-profit sectors who have successfully developed innovative solutions to service delivery and governance challenges.

Purpose

The purpose of the Awards is to promote and encourage best practice in public sector innovation and service delivery. The Awards recognise successful and effective service delivery projects and initiatives that have been achieved through the application of innovative approaches, methodologies and tools.

The Awards provide opportunities for information sharing, lesson learning, partnerships and the possible replication of successful initiatives all over the African continent.

The Theme

The theme for the 2012 AAPSIA Awards “Africa Innovating for Enhanced and Sustainable Service Delivery” is informed by the need for innovative, continent-born responses to governance challenges faced by most continental administrations.

Categories

Awards will be presented in the following three categories:

1. Innovative Service Delivery Institutions

- A project should improve the delivery of services to citizens and stakeholders external to government;
OR
- Improve internal efficiency within the public sector.

2. Innovative Partnerships in Service Delivery

- A project should involve creative partnerships that have resulted in better than anticipated outcomes for the project;
OR
- Build sustainable relationships between government and other social partners through alternative approaches to participation and consultation.

3. Innovations in the Systems and Processes of Governance

- Projects focused on building accountable, transparent and ethical public services which value the input and participation of citizens.

Criteria for Selection

The entered project should demonstrate:

Innovation:

Reflect an innovative idea or concept that has been successfully implemented within the public sector context in Africa. This means that the approach must not have been implemented before in the respective context from which it is being nominated – it should be ‘new’ for that country or community.

Impact:

- Demonstrate tangible improvements in the quality of services delivered to target groups and demonstrate levels of customer satisfaction with the service(s).
- Further demonstrate significant positive impact, either within the originating organisation, within the sector, amongst the general public, within the country or on the continent as a whole.

Sustainability:

The project must be fully implemented, operational and must demonstrate its ability to survive and prosper into the future.

Eligibility:

- The project must originate or have been significantly developed within Africa.
- Projects must provide direct benefits to the citizens in their own country, region or across the African continent.
- The Awards are open to individuals or units in government departments, parastatals and public-private partnerships.
- The project must operate within the public sector and must be in existence for **2 years** or more.

Benefits of entering the All Africa Public Sector Innovation Awards

All finalists will be invited to attend the Awards ceremony where a grand prize will be awarded to each of the winners of the three categories. Part of the grand prize is assistance in the publication and marketing of a case study that showcases each winning project. Showcasing will take place in continental and where possible, international publications that profile public service and public administration.

All category winners will receive a trophy. The runners-up will be awarded a certificate that reflects the recognition of the success of the project.

Submission Guidelines and Rules

- A project may only be entered for one category.
- Submission should be stapled rather than bound.
- Submissions must be in English, Portuguese, French or Arabic.
- The submission form must be filled in correctly and with as much information and details as possible.
- Hand written submissions are not encouraged, in cases where this unavoidable writing should be legible.
- Submissions can be posted, hand delivered, faxed, e-mailed to the contact details below or completed on-line.
- No supporting material or documents are necessary at application stage. The adjudicators will require these at the verification stage
- Samples (videos, publications, brochures, CDs/DVDs) will not be returned.
- Prizes are not transferable.
- The adjudicators and their associates will not enter into discussion or correspondence on the submissions or their decisions.
- The information provided in the submission form and during the verification process is legally binding.
- The AU, CAMPS or Champion’s office will not bear any of the costs relating to submissions, including postage and attendance of the awards ceremony.

Ineligible Projects

- Previous AAPSIA winners are not allowed to enter the same project.
- Large projects with a budget of more than US\$20 million cannot enter.
- Incomplete submissions will not be considered.

Adjudication Process

- A panel of nominated adjudicators will judge submissions.
- The adjudicators’ decisions are final and no correspondence will be entered into.
- Where necessary, project managers will be contacted for a verification process through email, telephone interview, face-to-face interview and/or site visits.
- The adjudicators retain the right to move a submission to a category they deem to be more appropriate.

Administration

- The closing date for submissions is **31 October 2012**.
- All submissions will be acknowledged and allocated a reference number.
- Submissions not allocated a reference number within seven (07) working days, should contact the CPSI at the contact details below.

Contact Details

To enter simply complete the attached submission form (or download the electronic form) and send to CPSI by email, fax, post, courier or hand delivery.

Fax: (+27) 86 218 8019
Email: aapsia@cpsi.co.za

Websites: www.cpsi.co.za
www.campsafrika.org

Postal Address:

2012 AAPSIA Awards
CPSI
Postnet Highveld, Suite 404
Private Bag X111
Centurion, 0046
South Africa

Physical Address:

CPSI
Floor 1, Block A
Corporate 66 Office Park
269 Lenchen Street (Cnr Lenchen Street and Von Willigh Avenue)
Centurion
South Africa

Submission Form

Official Use Only:

Reference Number:

Category Allocation:

Section 1

1. Name of Organisation / Entrant : _____
2. Type of Entity (e.g. Government Department): _____
3. Name of project being entered: _____
4. Award category in which project is being entered (tick one only):
 Innovative Service Delivery Institutions
 Innovative Partnership in Service Delivery
 Innovation in Systems and Processes of Governance
5. Country/ies: (where the project is based): _____
6. Level (e.g. national/federal/state/region/province/district/municipal): _____
7. Has this project been entered into AAPSIA previously? Yes No If yes, in which year(s)? _____
8. Has this project been entered into any other awards programme? Yes No If yes, please specify which and when:

9. Has the project received funding/sponsorship and what is the value of the support? Yes No If yes, please specify the amounts and funders:

10. How did you hear about the AAPSIA Awards?
 Colleague / Superior Radio
 Newspaper / Magazine E-mail / Internet
 Department / Official Correspondence Other (specify) _____

Section 2

1. Name(s) of Project Initiator(s): _____
2. Contact Person: _____
3. Department: _____
4. Postal address: _____
5. Physical address: _____
6. Email: _____
7. Phone: _____
8. Fax: _____
9. Mobile: _____

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