GUANGZHOU INTERNATIONAL AWARD FOR URBAN INNOVATION
SUBMISSION GUIDELINES 2016

These Submission Guidelines are based on the Rules and Procedures of the Guangzhou International Award for Urban Innovation (abbreviated as the "Guangzhou Award" hereinafter), in order to ensure successful organization of the award activities and the impartiality of the award itself.

I. ABOUT THE GUANGZHOU AWARD

The Guangzhou Award is co-sponsored by the United Cities and Local Governments (UCLG), the World Association of the Major Metropolises (Metropolis) and the City of Guangzhou. The aim of the Guangzhou Award is to recognize innovation in improving social, economic and environmental sustainability in cities and regions and, in so doing, to advance the prosperity and quality of life of their citizens. Presented biennially, the award encourages innovation in public policy, projects, business models and practices.

II. OBJECTIVES

The objectives of the Guangzhou Award are to:

1. Recognize innovation as a key contributing factor in meeting the social, economic, environmental and governance challenges facing a rapidly changing world;
2. Promote the sharing and exchange of lessons learned from successful innovation;
3. Provide a platform for the documentation, dissemination and analysis of the local implementation of the Sustainable Development Goals.

III. THE AWARD

The Guangzhou Award will be discerned to up to five (5) cities for each award cycle. Each of the winning cities will receive a USD 20,000 cash prize, a trophy and a commemorative certificate designed for the award.

The winners of the Guangzhou Award are also invited to attend special events including the Guangzhou International Conference on Urban Innovation, an exhibition and the award ceremony.

IV. ELIGIBILITY:

1. The Guangzhou Award is open to all cities and regions worldwide, including members of UCLG and Metropolis.

2. An initiative that is entered for the Guangzhou Award should meet the following eligibility criteria:

a) It should be an original undertaking such as a new policy, project, business model or practice that promotes social, economic and/or environmental sustainability in a city or region;

b) It should be an ongoing or recently completed initiative (within the past two years);

c) It should provide evidence and/or indicators of substantial impact and/or success in meeting the initiative's stated objective(s).

Cities and local authorities are encouraged to submit several initiatives that support a given policy including those that are implemented in collaboration with private and civil society partners.[1]

3. The Guangzhou Award recognizes innovations in various thematic areas and domains. As a general guideline, innovative initiatives may be recognized within the social, cultural, economic, environmental, governance and technological domains of sustainability, including, for example:

a) Infrastructure and public services: innovation in the provision of sustainable and resilient public services and infrastructure, including new business models, innovative financing mechanisms and instruments; strengthening capacity; increasing productivity; reducing cost and bureaucracy; and developing performance measurement tools and benchmarks;

[1] While the Award is discerned directly to a city or local authority, the Jury reserves the right to attribute the innovation to actions undertaken by the city's private and/or civil society partners.

b) Participatory planning and good governance: innovation in participatory and integrated planning, design and decision making; improved transparency, accountability and responsiveness in public administration; regulatory and/or administrative reform; citizen/client orientation;

c) Partnerships: building new partnerships between government, private sector and civil society; enhancing civic engagement; implementing new business models; establishing cross-jurisdictional collaboration; fostering community empowerment;

d) Technology: innovative use of technology to optimize resource use and allocation; boost efficiency and effectiveness in such areas as e-government, water, waste and energy management; improve transport and logistics and access to public services;

e) Resilience: Improve resource efficiency; mitigate and adapt to climate change; improve resilience to disasters and implement holistic disaster risk management;

f) Social inclusion and gender equality: improve social inclusion through, among others, local economic development and decent work for all; affordable housing; affordable and accessible transport; integrate immigrants; and end all forms of discrimination and violence against all women and girls.

4. Submissions that do not succeed in being selected for the Guangzhou Award may re-submit in subsequent cycles should there be new evidence or indicators of impact or change.

V. ASSESSMENT CRITERIA

The major criteria for innovation to be considered for the Guangzhou Award include:

1. **Innovativeness**: the extent to which a forward-looking policy, an original project, new business model or creative practice has been developed to address a major social, economic, environmental or governance issue;
2. **Effectiveness**: the extent to which the initiative has achieved or is well on its way to achieve its stated objective(s) and other socially desirable outcomes;

3. **Replicability/Transferability**: the value of lessons learned from the initiative in inspiring others to adopt new policies or good practices;
4. **Significance**: the importance or relevance of the initiative in addressing problems and issues of public concern.

Each assessment criterion will carry an equal weight in the overall evaluation.

VI. SUBMISSION PROCESS

1. Submitters are encouraged to complete the registration form (see Annex I) and send it to the Guangzhou Award Secretariat before 31 May 2016, so that the Secretariat could follow up and provide assistance where necessary.
2. Submissions should be made in accordance with the application form (see Annex II), which is available on the Internet and can be downloaded from the official website of the Guangzhou Award at http://www.guangzhouaward.org.
3. Submissions should be made electronically in English and formatted to fit single-sided pages of A4 paper using Times New Roman 12 or 14 point font size. An optional copy in a language other than English may be included together with the compulsory English version.
4. Submitters should include the following supporting materials as an integral part of their submission:
   a) Articles appearing in newspapers, professional journals, newsletters or other publications;
   b) Photographs, videos and/or other graphic materials;
   c) Maps and graphic materials.
5. Apart from the written report and supporting materials, submitters are encouraged to provide audio visual materials on DVD/CD or by email.

Submissions should be sent to the Guangzhou Award Secretariat before **31 July 2016** by Email at info@guangzhouaward.org, or by mail at 3901, Pearl River International Building 112#, Yuehua Lu, Guangzhou, P.R. China (510030).

All submissions and supporting materials received will be acknowledged and will not be returned to the submitters.

The organizers reserve the right to publish submissions, wholly or in part, to further promote and disseminate lessons learned from urban innovation.

VII. SELECTION PROCESS

Submissions received by the deadline of **31 July 2016** will undergo a three-step evaluation process:

1. Step I: review by an internationally and gender representative Technical Committee comprising of experts with extensive experience in different domains. This committee will select no more than forty-five (45) excellent initiatives from all submissions. It will then select from the deserving initiatives a shortlist of up to fifteen (15) outstanding initiatives of comparable merit. The Technical Committee will meet in person in Guangzhou for up to four working days;
2. Step II: review by the general public. Short-listed submissions will be posted on the Guangzhou Award website where the public will be invited to state their preferences and comments. The submission that receives the most positive comments and feedback will be recognized and discerned with a special certificate of appreciation.
3. Step III: review by an independent Jury. Short-listed submissions will be evaluated by an independent Jury composed of no less than five (5) eminent personalities. The jury will undertake a paper evaluation and an evaluation based on the oral presentation of each of the shortlisted initiatives at the Guangzhou International Conference on Urban Innovation. The Conference is designed to promote the sharing of lessons learned from the shortlisted initiatives with other cities, practicing professionals, civil society organizations, academia, the media and the general public.

The Jury will present its final decision during the award ceremony.

The Jury has the mandate to select up to five (5) award winners from the shortlist. The Jury reserves the right to award less than five (5) initiatives but not more than five (5) initiatives in any given cycle. The Jury also reserves the right not to give any awards if the short-listed initiatives are considered unworthy of international recognition.

The Jury's decision is final and not contestable.

VIII. CERTIFICATES OF APPRECIATION

Besides the five (5) awards, the Organizing Committee of the Guangzhou Award also intends to recognize one of the short-listed initiatives for their popularity with the public.

IX. THE GUANGZHOU INTERNATIONAL CONFERENCE ON URBAN INNOVATION, EXHIBITION AND THE AWARD CEREMONY

The Guangzhou Award Ceremony shall be held after the Jury's decision and upon the conclusion of the Guangzhou International Conference on Urban Innovation.

All short-listed initiatives will be invited to send two participants to attend the Conference.

Short-listed initiatives will also be asked to send additional material for an exhibition on urban innovation. The exhibition is open to the general public and may be shown in other venues inside and outside China.

The winners will be presented with their awards including trophies and certificates at the award ceremony. The winners will be requested to provide their bank account information for transfer of the USD 20,000 cash prize.

The award shall be discerned to the Mayor or a senior representative of the winning city.

X. THE 2016 GUANGZHOU AWARD TIMETABLE

November 2015	Call for submissions
31 May 2016	Deadline for registration (expression of interest of submitting for the Award)
30 July 2016	Deadline for receipt of submissions
August-September 2016	Evaluation by the Technical Committee
October 2016	Short-listed initiatives are notified of selection and may be requested to send additional supporting materials
November 2016	Final evaluation by the Jury and award ceremony

Annex I: Registration Form

Annex II: Application Form