



# 17<sup>th</sup> AWARD BEST PRACTICE IN CITIZEN PARTICIPATION

## Terms of the Award 2023

### *17th edition of the IOPD Award “Best Practice in Citizen Participation”*

#### 1. PRESENTATION

The **IOPD Award “Best Practice in Citizen Participation”** is an initiative launched by the International Observatory on Participatory Democracy (IOPD). The IOPD is an international network open to all cities, organizations, and research centers interested in learning about, exchanging, and applying experiences of participatory democracy at the local level.

This award aims to acknowledge experiences implemented by local and regional governments in participatory democracy. Moreover, the aim is also to provide these practices with more direct visibility, bringing them to the attention of other local governments so they can be transferred, and also promote networking.

Similarly, the award aims to encourage and value the implementation of successful experiences at the local and regional level, as well as to disseminate practices promoting citizens' participation and involvement in developing and implementing public policies.

A jury of experts will carry out an initial evaluation of the applications submitted and will select 50% of these, with a maximum of 40 selected for the final phase. The awarded practice will be selected through an open vote and a subsequent evaluation by a smaller jury of experts.

#### 2. APPLICATIONS

- Applications may be submitted by those **local, supralocal, and regional governments that are members of the IOPD** and have promoted a democratic experience on a local or regional scale.
- Cities and governments not members of the IOPD and wishing to apply must fill out the membership form when submitting their application.



# 17<sup>th</sup> AWARD BEST PRACTICE IN CITIZEN PARTICIPATION

- Individuals or nonprofit organizations may also submit a candidacy based on some experience promoted and implemented with local and regional governments.
- All the experiences must have started to be implemented **between January 2020 and March 2023**.
- Applications must be related to any public policy, strategic plan, assembly, council, or experience, whether temporary or permanent, that involves citizen participation and/or the functioning of local democracy.
- It is recommended to submit **one or two applications per city**. In exceptional cases, up to three applications may be submitted, in case they are related to different fields and themes.
- Experiences that have been submitted in previous editions of the award cannot be resubmitted.
- Nevertheless, experiences that began before 2020, or that have been submitted in previous editions of the award, may be resubmitted as long as there has been substantial methodological innovation. In this case, the application must be submitted with a view to the innovation rather than the experience in its own right.

### 3. ELIGIBILITY CRITERIA

**Applications may only be submitted if their main goal is one of the following:**

- To achieve higher levels of equality in terms of participation and to incorporate diversity as criteria for inclusion.
- To empower the community.
- To empower nonorganized citizens.
- To increase citizen's rights in terms of political participation.
- To connect different tools of participation within a participatory democracy "ecosystem."



# 17<sup>th</sup> AWARD BEST PRACTICE IN CITIZEN PARTICIPATION

- To improve the quality of public decision making through the mechanisms of participatory democracy.
- To improve the effectiveness and efficiency of the mechanisms of participatory democracy.
- To improve the evaluation and tracking of the mechanisms of participatory democracy.
- To improve any public policy through the active participation of the public.

This year **the evaluation and the awarding of nominations will be organized into two categories:** by type of experience and by type of government.

### *Category 1: Type of experience*

- a) Deliberation
- b) Decision
- c) Citizenship

### *Category 2: Type or size of government*

- a) Up to 50,000 inhabitants.
- b) Between 50,000 and 250,000 inhabitants.
- c) Between 250,000 and 1,000,000 inhabitants.
- d) More than 1,500,000 inhabitants.
- e) Supralocal, regional, provincial governments...



# 17<sup>th</sup> AWARD BEST PRACTICE IN CITIZEN PARTICIPATION

## 4. PROCESS STAGES

### 1. First Stage: Submitting proposals.

Proposals should be submitted by filling out the online form and emailing it to [award@oidp.net](mailto:award@oidp.net) in a **Word Document in Arial 11 format**. Responding in a clear and concise manner is recommended, as adding links to complete the information. The application form can be sent in English, French, Spanish or Portuguese.

You are invited to send any necessary attachments (images, videos, publications, documents, etc.).

The IOPD Technical Secretariat may request any additional information deemed necessary in relation to the proposals submitted. The deadline for submission of proposals is **31 May 2023**.

The summary, along with some images and links to information on all the nominations will be posted on the [ParticipateOIDP](#) platform.

### 2. Second Stage: First jury evaluation.

A jury of experts organized and divided according to *Category 1* criteria (*deliberation, decision, and citizenship*), will evaluate the candidacies and select the finalists for the award. These will be 50% of the applications received, with a maximum of 40 selections.

### 3. Third Stage: Evaluation of the finalists: voting on the platform and jury analysis.

All finalist nominations will be opened for voting on the [ParticipateOIDP](#) platform for one week. Anyone will be able to choose the experiences they consider meritorious of the award. In order to participate in the evaluation, each person must register on the platform and choose a minimum of 5 nominations for their vote to be valid.

In parallel, a jury of experts will also evaluate in detail the finalist candidacies. Finally, once the open evaluation period is finished, the jury will meet to deliberate on the winner considering the citizen vote.



# 17<sup>th</sup> AWARD BEST PRACTICE IN CITIZEN PARTICIPATION

## **4. Awarding.**

The jury will choose the winning candidacy, considering the citizen vote. If the most voted nomination is not selected as the winner by the jury, it will be awarded with a special mention *"To the experience most supported by the IOPD community."*

Likewise, the best experiences in each category 1 and 2 will receive a special mention, unless they are already the winning experience or the special mention to the citizen vote.

The winner will receive an award, a diploma, and a special dissemination of the practice. Travel and lodging will be paid for one person representing the winning government to the 22nd Conference in the city of Rio de Janeiro, where the award ceremony will take place.

## **5. Final Stage: Publication of results and feedback.**

The winner will be notified privately so they can be present at the awards ceremony, which will take place during the 22nd Conference in the city of Rio de Janeiro.

The jury's feedback will be sent to each of the candidate cities and regions that passed to the jury phase to improve participatory democracy practices. The nominations will be shared in a digital publication and the [experiences compendium](#) of the IOPD website.

## **5. EVALUATION CRITERIA**

The people who participate in the evaluation will assess the experiences considering: their methodology, their implementation, their results, and the degree of innovation or inclusion.

For example, involvement of traditionally non-participatory sectors of the population, ability to generate participatory culture in the city, promotion of cross-cutting actions, use of new technologies, etc.

During the jury phase, the evaluation criteria will be the following:

- a) **Level of innovation:** the introduction of new methodologies, practices, or strategies.
- b) **Level of inclusion:** if groups that generally do not participate in the political and institutional life of the city or region are engaged in this process.



# 17<sup>th</sup> AWARD BEST PRACTICE IN CITIZEN PARTICIPATION

- c) **Level of transferability:** i.e., the capacity of the experience to allow for repeated use of the essential elements that make it up in a different context and with a high probability of success.
- d) **Level of feasibility:** an experience may be regarded as feasible if, during the design stage, it has considered the economic, technical, organizational, and sociopolitical context of implementation.
- e) **Level of planning and coordination** of the participatory democracy practice, along with the kind of stakeholders involved in each stage of the process. The level of coordination with preexisting participatory processes will also be evaluated, along with the context of implementation.
- f) **Level of co-responsibility of the different stakeholders participating in the process:** a good practice must necessarily count on political and technical stakeholders and the citizens (organized and nonorganized).
- g) **Mechanisms for evaluating** the results and the accountability of those stakeholders with specific competences.
- h) **Precision, concision, and style:** the proposal answers the questions asked, avoiding repetition and ensuring effectiveness in communicating the experience.

## 6. JURY

There will be two juries: one for phase two and one for phase three. A public call will be made to form both juries from among professionals, experts, and people related to the field of democracy, citizen participation, and the themes of the award. A balance in terms of gender and geographic origin will be guaranteed.

The Phase 2 jury will be composed of a minimum of 9 persons (3 for each Category 1 criterion) and a maximum of 18 persons (6 for each Category 1 criterion).

The phase 3 jury will be composed of between 5 and 7 people.

Exceptionally, some people will be allowed to participate in both juries.