



18th AWARD BEST PRACTICE IN CITIZEN PARTICIPATION

Terms of the Award 2024

18th 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, organisations, and research centres interested in learning about, exchanging, and applying experiences of participatory democracy at the local level. The IOPD is part of United Cities and Local Governments (UCLG), an umbrella international organisation for cities, local and regional governments, and municipal associations throughout the world that is concerned with representing and defending the interests of local governments on the world stage.

This award **aims to recognise practices of participatory and deliberative democracy implemented by local and regional governments**. The award is also an opportunity to showcase these practices, 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 practices at the local and regional level, as well as to disseminate practices promoting citizen participation and engagement in developing and implementing public policies.

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 that are not yet members of the IOPD and wishing to apply must fill out the membership form when submitting their application **by 1 May 2024**.
- Individuals or nonprofit organisations may also submit an application based on some practice promoted and implemented with local and regional governments, exclusively with its authorisation.



18th AWARD

BEST PRACTICE IN CITIZEN PARTICIPATION

- All the practices must have **started** to be implemented **between January 2021 and December 2023**.
- Applications must be related to any public policy, strategic plan, assembly, council, or practice, whether temporary or permanent, involving citizen participation and/or the functioning of local democracy.
- It is recommended to submit **one or two applications per city** or region. In exceptional cases, up to three applications may be submitted, in case they are related to different fields and themes.
- Practices that have been submitted in previous editions of the award cannot be resubmitted.
- Nevertheless, practices that began before 2021, 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 and non organised citizens.
- To increase citizen's rights in terms of political participation.
- To connect different tools of participation within a participatory democracy "ecosystem."
- 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.



18th AWARD BEST PRACTICE IN CITIZEN PARTICIPATION

- To improve any public policy through the active participation of the public.

The jury will evaluate the practice according to the following criteria:

- Level of innovation: the introduction of new methodologies, practices, or strategies.
- 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.
- Level of transferability: i.e., the capacity of the practice to allow for repeated use of the essential elements that make it up in a different context and with a high probability of success.
- Level of feasibility: a practice may be regarded as feasible if, during the design stage, it has considered the economic, technical, organisational, and sociopolitical context of implementation.
- 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.
- 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 (organised and unorganised).
- Mechanisms for evaluating the results and the accountability of those stakeholders with specific competences.
- Precise impacts and results of the practice in the community and the local and regional administrations.
- Precision, concision, and style: the proposal answers the questions asked, avoiding repetition and ensuring effectiveness in communicating the experience.

4. 2024 CATEGORIES

This year the award introduces five new categories to organise and evaluate the applications:



18th AWARD BEST PRACTICE IN CITIZEN PARTICIPATION

a) **Building more democratic and peaceful cities and territories**

Any action, public policy and practice that seeks to improve democracy, generate trust among citizens and build peace through civic education, open government, transparency and renewal of institutions.

b) **Urban management and public space**

Any participatory, deliberative and co-creative action on public space and urban or territorial development.

c) **Gender and care**

Any policy to promote gender equality, the inclusion of specific groups commonly neglected (children, young people, elderly, diverse gender identities...), and ensuring public service provision to all.

d) **Ecological Transition and Environment**

Any participatory, deliberative or co-creative action to protect the environment and face the climate emergency guaranteeing social justice.

e) **Civic Tech and AI**

Participation, deliberation or co-creation through digital platforms, virtual processes and the use of Artificial Intelligence.

5. PROCESS STAGES

1. First Stage: Submitting proposals.

Proposals should be submitted by filling out the [Online Application Form](#) on the IOPD website by 15 May 2024. The application form can be filled out in English, French, Spanish or Portuguese. Please refer to the [IOPD Award Application Guidelines](#) to fill out your form - we strongly recommend you to follow these indications, as the better you provide your information, the better it will be evaluated and recognised by the jury.

Please attach at least two photographs of 2,500 pixels and a 3,300 PPI (pixels per inch) resolution to illustrate your practice. You are welcome to attach any other material to support your practice: videos, publications, presentations, documents. We recommend PDF format, with a maximum of 10MB.



18th AWARD BEST PRACTICE IN CITIZEN PARTICIPATION

The IOPD Technical Secretariat may request any additional information deemed necessary in relation to the proposals submitted. The deadline for submission of proposals is **15 May 2024**.

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 organised and divided according to thematic categories will evaluate the applications and select the finalists for the award. These will be 50% of the applications received, with a maximum of 40 finalists.

3. Third Stage: Evaluation of the finalists: open vote in ParticipateOIDP and jury analysis.

All finalist candidates will be submitted to an open vote on the [ParticipateOIDP](#) platform for one week. To participate in the evaluation, each person must register on the platform and choose 5 nominations to have a valid vote.

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

4. Awarding.

The jury will choose the winning candidacy, considering the open vote. If the most voted candidate 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 practices in each category will receive a special mention, unless they are already the winning experience or the special mention of the open vote. The jury will have the possibility to deliver a special mention to another practice for their relevance in a specific context and/or topic.

The winner will receive an award, a diploma, and a special dissemination of the practice. Travel and accommodation will be paid for one person representing the winning government



18th AWARD BEST PRACTICE IN CITIZEN PARTICIPATION

to the 23rd Conference in the city of Valongo, from 17 to 19 October 2024, where the award ceremony will take place. The winners will be notified privately to ensure their presence at the Award Ceremony, but the announcement will remain secret until the ceremony.

5. Final Stage: Publication of results and feedback.

The IOPD Technical Secretariat will make a publication of the award with the summaries of the winning practices and the list of all the submissions, as well as a wide dissemination of all nominations through the website, the platform and social networks. 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.

6. JURY

There will be two juries: one for phase two and another 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 15 persons (3 for each Category) and a maximum of 20 persons (4 for each Category).

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

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