AWARD FOR INNOVATIVE MANAGEMENT

CONDITIONS, PROCEDURES AND RULES OF COMPETITION

1. Entries shall be made through a Ministry/Organization/Authority/ in the public service or a Department/Agency/Section/Division/Branch within it depending on the choice of the entrant. All Government Ministries, Departments and Agencies, Public Sector Institutions, Local Governments and Municipal Authorities and Institutions of Higher Learning in African countries are eligible to participate in the competition.

2. Awards will not be made to individuals but to public sector organizations. All public sector organizations are eligible.

3. Submissions shall be made on a prescribed entry form and shall not exceed 1,500 words with an executive summary of not more that 50 words. All supporting materials shall be placed in an appendix.

4. A submission entered in a previous competition, but which was not among the winners in that year, may be re-submitted for consideration by the Jury, provided that no submission shall be considered more than three times.

5. The Jury shall consist of five (5) distinguished persons, who are knowledgeable in public sector management.

6. The Jury will draw up a final list of 5 entrants. The finalists will be invited to appear before the Jury to present and defend their submissions. The Jury will then determine the winners for the Gold, Silver and Bronze Awards.

7. The five finalists will be given opportunity to present their entries at the Annual Roundtable Conference following which the Winners in the three categories will be announced and the Awards given.

8. The decisions of the Jury shall be final; the Jury may decide not to award prizes if the submissions in any one year are not up to standard.

9. The best three entrants shall receive the Gold, Silver and Bronze Awards in order of merit. The other two finalists may receive recognition trophies.

10. Entries may be made in either English or French. All entries become the property of the African Association for Public Administration and Management.
AAPAM AWARD FOR INNOVATIVE MANAGEMENT

CRITERIA FOR EVALUATION OF SUBMISSIONS

1. **Innovativeness**
   
The entry is genuinely innovative within the public sector. Innovation can be in the form of a successful experiment; an implemented effective organizational change; the transition of new ideas into practice or harnessing new technology. The project should thus not have been carried out anywhere in Africa.

2. **Relevance**
   
The innovation has relevance within the functions of the organization and spells out clearly the impetus for the change; purpose and objectives of the change; positive outlook for the future; potential implications for other organizations.

3. **Significance**
   
The benefits of the innovation, either actual or potential, are significant; significance can be local as well as national and should not be valued simply on the ground of size and scale of benefits.

4. **Sustainability**
   
The innovation has been implemented for a considerable period of time, and has shown evidence of being institutionalized and self-sustaining with local resources.

5. **Replication**
   
The innovation has the potential of universal appeal, replication and transfer. Whether, the innovation contains elements that can be adopted elsewhere to solve similar problems in organizations and country setups.
ANNEXURE 3

ENTRY FORM

AAPAM AWARD FOR INNOVATIVE MANAGEMENT COMPETITION

1. Name of the Organization: .................................................................

   Address of the Organization ...........................................................

   ...........................................................................................................

   ...........................................................................................................

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   Country: ............................................................................................

   Section/division making the submission ............................................

2. Name of Project ...................................................................................

3. Contact persons:

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4. **Number of employees in the organization, section or division.**

5. **Describe in not more than 1,500 words on an attached sheet the managerial innovation, its nature and effects and the date of introduction.**

   **Submission should include the following:**

   (i) impetus for the change
   (ii) purpose and objectives of the change
   (iii) the innovation itself
   (iv) how it was done
   (v) results achieved to-date
   (vi) outlook for the future
   (vii) potential implications for other organizations

6. **Executive Summary**

7. **Signature:**

8. **Date:**