

# **AWARD FOR INNOVATIVE MANAGEMENT**

## **CONDITIONS, PROCEDURES AND RULES OF COMPETITION – ANNEXURE 1**

1. Entries shall be made by a Ministry/Organization/Authority. Submissions can also be made by Division/Branch within organizations. All government ministries, departments and agencies, public sector institutions, local governments and municipal authorities and institutions of higher learning in African countries, non-governmental organizations, civil society organizations and international organization are eligible to participate in the competition.
2. Awards will not be made to individuals but to the organizations.
3. Submissions shall be made on a prescribed entry form and shall not exceed 1,500 words with an executive summary of not more than 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 English, French or Arabic. All entries become the property of the African Association for Public Administration and Management (AAPAM).

# **AAPAM AWARD FOR INNOVATIVE MANAGEMENT**

## **CRITERIA FOR EVALUATION OF SUBMISSIONS**

## **ANNEXURE 2**

### **1. Innovativeness**

That the entry is genuinely innovative within the public sector; innovation being in the form of a successful experiment; the implementation of effective organizational change; the translation of new ideas into practice; or harnessing new technology. The project should thus not have been carried out anywhere in Africa

### **2. Relevance**

That the innovation has relevance with the main 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**

That 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 more or less similar problems in more or less similar organizations and country setups.



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**ANNEXURE 3**

**Entry Form**

**AAPAM AWARD FOR INNOVATIVE MANAGEMENT COMPETITION**

**1. Name of the Organization:**

**2. Address of the Organization**

**3. Country:**

**4. Section/ division making the submission**

**5. Name of Project**

**6. Contact persons**

Salutation	<input type="checkbox"/>	Mr.	<input type="checkbox"/>	Mrs.	<input type="checkbox"/>	Ms.	<input type="checkbox"/>	Dr.	<input type="checkbox"/>
Professor									
First Name:					Last Name:				

Job Title:	
Department:	
Organization:	
Mailing Address:	
Work Phone:	Mobile:
Email:	

Salutation	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Dr.	<input type="checkbox"/>
Professor					
First Name:	Last Name:				
Job Title:					
Department:					
Organization:					
Mailing Address:					
Work Phone:	Mobile:				
Email:					

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

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

ATTACH A SEPARATE SHEET
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**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

**9. Executive Summary**

**10. Signature:**

**11. Date: D/M/Y**

***Please return this form to AAPAM by:***

Mail: The Secretary General

African Association for Public Administration and Management (AAPAM)

P O Box 48677, 00100 Nairobi, Kenya

Email: [aapam@aapam.org](mailto:aapam@aapam.org)/ and copy [nancy@aapam.org](mailto:nancy@aapam.org); [julie@aapam.org](mailto:julie@aapam.org) and [jessica@aapam.org](mailto:jessica@aapam.org)

*For assistance, please contact us by phone at +254 712 366 787 or +254 773 552 076 or +254 20 262 9650*

*For more information about the program, visit [www.aapam.org](http://www.aapam.org)*