

TERMS AND CONDITIONS

Public Service Week 2018



AWARD CRITERIA:

Awards will be presented to the winning government ministries, departments, divisions, units etc., on the basis of particular programs, websites, strategies of ICT/Internet deployment; i.e. the awards will be of a technical nature, recognising implementation and use of technology in accordance with the criteria described. The winners may not necessarily represent the most advanced technological solutions, but should be excellent examples of ICT deployment, which have made a difference for the delivery of service, (whether providing public services, boosting collections or advancing connectivity).

Please note the following judging criteria and weighting:

Judging Criteria	Weighting
National Impact/Potential What the ICT programme/initiative aims to achieve in the overall improvement of the service(s) for citizens, and the country as a whole.	30%
Scalability The capability of the system, network or process, to handle a growing amount of work, or its potential to be enlarged to accommodate that growth.	30%
Innovative Features and Functionalities The value of the features and functionalities of the programme/initiative employed, and the preciseness of implementation without increasing the national budget.	10%
Proven Solution Highlighting the achievements of the ICT programme/initiative for which it was designed.	30%

WHO IS ELIGIBLE

All government ministries, departments, divisions, units, etc., within the Public Service of Saint Vincent and the Grenadines are eligible. A ministry can choose to submit a single entry or multiple entries, based on the sub-divisions, i.e. more than one entry can be submitted by a ministry depending on the programme which highlights ICT.

Exceptions are those government owned organisations such as statutory bodies.

Focus

To enter, a government entity must utilise information and communications technology (ICT), in its delivery of services to:

- 1) improve government's efficiency and effectiveness in meeting the needs of its citizens;
- 2) reduce time and save money in government's operations by eliminating inefficient practices and processes
- 3) improve access to communication and information within government.
- 4) Improve service and the quality of service delivery

In addition, the programme/initiative must meet the following:

- Use ICT to improve the common good nationally (measuring the social benefit);
- Demonstrate efficient use of current technology;
- Highlight the benefits of the latest advances;
- Run pilot projects evaluating the potential of new innovative means of communication and information distribution.

SPECIFICITY OF ENTRY

The programme/initiative entered, must be specific to the service delivery of the particular Ministry or department.

RULES AND REGULATIONS

1. Entrants must register using the online Registration Form provided.
2. The submitted ICT programme/initiative should have been launched or should be in its pilot stage at the time of entering the competition.
3. Entrants providing false information or failing to provide sufficient or genuine information will be disqualified.
4. Entries can come from various departments/divisions/units in one ministry.
5. Entrants can enter more than one programme/initiative.
6. All Entrants are to attend the Awards Ceremony.
7. The Organiser, at its sole discretion, reserves all the rights to modify the rules and criteria of the ICT Award. The Organiser also reserves the right to withdraw, or revoke any award that has been made or presented.

REGISTRATION

Entrants must complete the online Registration Form to indicate their interest for the ICT Award. The Public Sector Reform Unit (PSRU), in the Service Commissions Department, upon receiving the completed registration form will email the **Application Form to the entrant**.

Application Forms will be forwarded between 8:30 a.m. and 4:15 p.m. each working day.

Please note the deadlines and give yourself sufficient time to submit all forms.

APPLICATION PROCESS

The application process consists of two steps.

Step 1

A covering memorandum signed by the Permanent Secretary or Head of Department, should be sent to PSRU, indicating that the online application form has been completed.

Please submit memorandum by 14th June 2018.

Any information submitted by the entrant for the purpose of the Ministerial ICT Excellence Awards 2018 will be treated as *confidential*, and will not be released by PSRU and any other related parties without entrant's permission.

What supporting documentation is required?

All supporting material, such as testimonies, case studies and/or technical descriptions, evaluation reports, results of surveys, video clips and pictures (*should be uploaded to YouTube and link provided*), newspaper articles etc.

How should the documentation be submitted to PSRU?

All Entrants should submit their supporting documents to the email address: **psru@gov.vc**.

How much documentation should be submitted to PSRU?

All Entrants are encouraged to upload no more than three (3) pieces of documentation to support the application form.

Deadline for submission of Application Form and Supporting Documents is 14th June, 2018.

Step 2

Upon receipt of the completed application a panel of Judges will deliberate to select the three winners. The Director of PSRU would be notified of the winners of the Award.

How would the winners be announced?

The top three winners of the competition would be announced at an Awards Ceremony, scheduled to be held at the National Insurance Services' conference room, on Thursday 21st June 2018.

JUDGING PANEL

The Panel of Judges will include representatives from ICT professionals in Saint Vincent and the Grenadines.

AWARDS CEREMONY

All Entrants are expected to attend the Awards Ceremony scheduled to be held at the National Insurance Services' conference room on Thursday 21st June 2018 where the top three winners would be announced.

Following the awards, a brief description of the winning programme/initiative would be published on the Government's website (www.gov.vc / www.psc.gov.vc/psc). Opportunities would be given to each winner to showcase their programme/initiative on the Agency for Public Information's (API) weekly programmes.

DEADLINES

Official Call for Entries	14 th May 2018
Closing Date for Entries	14 th June 2018
Awards Ceremony	21 st June 2018

ENQUIRIES

Public Sector Reform Unit
Tel.: 784-485 6912 / 451 2707
Ext.: 579
Email: psru@gov.vc
Website: www.psc.gov.vc/psc