

2010 IPANZ GEN-I PUBLIC SECTOR EXCELLENCE AWARDS

GUIDELINES FOR NOMINATIONS

HOW TO SUBMIT YOUR NOMINATION

Please go to www.ipanzawards.org.nz or to www.ipanz.co.nz or www.gen-i.co.nz, under IPANZ GEN-I PUBLIC SECTOR EXCELLENCE AWARDS, to find the following documents to enable your organisation to prepare a nomination:

- The information brochure
- The Nomination Form, which collects information about the nominating organisation. If a joint nomination is submitted, a nomination form is required from each organisation.
- The template for Submission in Support of Nomination, which must be used for each nomination.
- For more information, email awards@ipanz.org.nz or phone 04 463 6940

INSTRUCTIONS

The four steps to complete your nomination are:

1. Complete the Nomination Form.
2. Complete the Submission in Support of Nomination, using the template:
 - write a 20-word Brief Project Description
 - write an Outcome Statement
 - write a more detailed Project Description
 - address the Award Specific and Excellence Criteria
3. Review the Checklist below to make sure that you have completed all the requirements.
4. Print, sign and courier the Nomination Form and the Submission in Support of Nomination to be received by 5:00pm Friday 5 February 2010.

1. NOMINATION FORM

Please complete the Nomination Form, which collects information about the nominating organisation(s). The Chief Executive of the nominating organisation must sign a paper copy of this form. Multiple copies of the form must be completed for a joint nomination, each signed by the Chief Executive of the relevant organisation.

2. SUBMISSION IN SUPPORT OF NOMINATION

Please complete the Submission in Support of Nomination using the template provided.

2.1 Brief Project Description

Please provide a 20-word statement that briefly describes your project or initiative. If your project is selected as a finalist, this description will be used in any information about or promotion of the awards, including on the website.

2.2 Executive Summary - Outcome Statement

Please provide an Executive Summary of your project or initiative. Drawing on the results of your nominated project, in one page, please briefly describe the project, the needs that gave rise to it, what it achieved, the outcomes, the planned future directions, and how it meets the spirit of the Excellence Awards.

2.3 Project Description

Your opportunity to tell us about your project or initiative:

Tell us about:

- What was it?
The product or service that your project created or to which it related
- Why did you do it?
Purpose or goal
- Why is it important?
Opportunity, problem or issue being addressed
- Who did it?
Project team, work unit, key people
- Who else was involved?
Stakeholders, target groups, client groups, partners
- What did you do and why did you do it?
Methodology, planning, governance, consultation issues, monitoring and evaluation
- Was it successful?
Results, measures, impact, feedback, evidence
- Why was it successful?
Critical success factors, feedback
- What did you learn?
Learnings during the project, from the project
- What to do differently next time?

2.4 Assessment Criteria

For each of the Award Specific and Excellence Criteria, please explain how your project meets each of the criteria.

For the Award Specific Criteria, please detail how your project meets the intent and criteria of your selected category.

Please explain how your project meets the Excellence Criteria, and why it is worthy of an Award.

Please note that there is no expectation that every nomination will be able to provide information in relation to all the criteria. Any additional relevant information in the Project Description may be taken into account by the judges.

It is up to nominating organisation(s) to determine how to spread their responses over the criteria and how explicitly to follow the guidance contained in this brochure. However the template and guidelines have been designed to make it easier for the judges to assess and consider the nominated projects on a consistent basis.

2.5 Supporting Evidence

Unlike previous Excellence Awards supporting evidence is not required, and will not be accepted, at the nomination stage of the process. Further detail on your nomination, including supporting material/evidence, may be sought if your organisation is invited by the judges to proceed to the next phase of the awards.

Organisations going forward to the next phase of the awards will be invited to do in early March 2010 with final submissions closing on 31 March 2010.

CHECKLIST

ACTION

1. Read carefully the Information Brochure, Nomination Form, Guidelines, and template for Submission in Support of Nomination.
2. Prepare Nomination Form in accordance with guidelines and template
 - 2.1 Ensure that the Chief Executive is aware of the Conditions of Entry
 - 2.2 Print paper copy of the Nomination Form for Chief Executive to sign
 - 2.3 Obtain and collate signed paper copies of Nomination Form(s) from other organisation(s) for joint nominations
3. Prepare Submission in Support of Nomination in accordance with the Guidelines and template, ensuring particularly:
 - 3.1 outcome statement not to exceed one page
 - 3.2 footer in standard format
 - 3.3 the total submission is no more than 10 pages.
4. Your organisation's contact person has been given a copy of the Nomination Form and completed Submission in Support of Nomination.
5. Twelve (12) printed copies of all entries and one electronic copy in Microsoft Word MUST be submitted via courier to the address below to be received by 5:00pm Friday 5 February 2010. No emailed or faxed entries will be accepted.
6. The application material should be addressed and couriered to:

IPANZ GEN-I PUBLIC SECTOR EXCELLENCE AWARDS

Room 508, Level 5
Railway Station Building
VUW School of Government
Pipitea Campus
Wellington

