

THE RULES OF BEST PRACTICE CONTEST – 2020 EDITION

§ 1 General provisions

1. The Organiser of **Best Practice Contest**, hereinafter referred to as “**the Contest**”, is **Gmina Lublin**, Lublin 20-109, Króla Władysława Łokietka 1, hereinafter referred to as “**the Organiser**”. The Contest takes place within the **Cross–Border Cooperation Congress, Lublin 2020**. The Contest is managed by International Cooperation Centre, a unit of Gmina Lublin, with its seat in Lublin 20-109, Bernardyńska 3.
2. The aim of the Contest is to present the best solutions and initiatives undertaken to the benefit of local communities and cross-border cooperation in Europe and Eastern Partnership countries. The Contest is a cyclical event and its concept always correlates with the issues discussed during the Congress. This year's edition, focuses on the functioning of a local government during the COVID-19 pandemic.
3. These regulations set up the rules and mode of conducting the Contest, ways of projects evaluation, and the prizes. While designing the Contest assumptions, the Organiser was following the rules of openness, equality, and availability towards all the submitters, regardless of their forms of activity, country, or range of taking action as well as the status of the entity entering the contest.

§ 2 The Contest subject and contest categories

1. The Contest subject is connected with the activities undertaken or implemented by local governments, NGOs, informal groups, or citizens that helped to tackle the problems caused by the COVID-19 pandemic
2. The Contest encompasses initiatives, projects, or programmes which may be grouped into the following five categories:
 - 1) **LOCAL GOVERNMENT**: solutions facilitating access to public services for residents;
 - 2) **CULTURE AND TOURISM**: solutions which allowed for the continuity of the hitherto activities and offering the recipients services and products taking into account the needs in the pandemic period. The category also encompasses the solutions offered by other entities for the benefit of culture and tourism industry.
 - 3) **EDUCATION**: solutions implemented in formal and non-formal education once education institutions (schools/universities) has been closed.
 - 4) **SOCIAL ASSISTANCE**: solutions in the field of social help and support of medical staff during the crisis caused by the pandemic.
 - 5) **ENTREPRENEURSHIP**: solutions implemented by and for entrepreneurs, whose industries were affected by the pandemic crisis and demanded immediate actions to survive and to change the branch strategic profile.

§ 3

Addressees of the contest

1. The Contest is addressed to all entities without any formal and legal constraints, especially to:
 - 1) local government;
 - 2) culture institution;
 - 3) education institution;
 - 4) informal groups;
 - 5) NGO;
 - 6) private sector;
 - 7) others.
2. One entity can submit up to maximum of 5 projects, but only one in each category.

§ 4

Submitting for the contest

1. The deadline for submissions is **21 September 2020**.
2. Filling the Entry Form in Polish, English, or Russian is a prerequisite of taking part in the contest. The Entry Form constitutes Appendix 2 to the Ordinance announcing the Contest, which is available at the Congress website www.kongres.lublin.eu.
3. All the Participants confirm that they submit their own projects or initiatives and they do not violate the rights of any third parties. The Organiser will not bear responsibility for any violation of copyrights.

§ 5

Evaluation procedure

1. Submitted projects will be evaluated by the Contest Commission comprised of the members of the Congress Programme and Organisation Committee. In each of the five categories, the Contest Committee will choose three laureates of Best Practices.
2. The task of the Commission is:
 - 1) formal evaluation of submitted practices;
 - 2) substantive evaluation of submitted practices.
3. The criteria of project substantive evaluation are as follows:
 - 1) efficiency in tackling the problem;
 - 2) the project innovativeness;
 - 3) range of the project and its multiplication capacity.
4. The Commission's decisions will be final and non-appealable.
5. The winning Best Practice will be presented during the Congress, and all the Congress Participants will have the right to cast their vote on-line on selected laureate in each of a category.

6. The results of the on-line voting will be announced during the official closing of the Congress.

§ 6

Prizes in the contest

1. The prize in the Contest is:
 - 1) awarding the title of the BEST PRACTICE OF THE CROSS-BORDER COOPERATION CONGRESS LUBLIN 2020 to three laureates in each of the categories pointed in § 2 section 2;
 - 2) preparing by the Organiser a promotional film for one laureate in each of the categories listed in § 2 sec. 2, selected in online voting from among the three laureates of the categories pointed in § 2 section 2;
 - 3) promotion of laureates and their Best Practices in the Congress official promotional materials (website, FB).

§ 7

Copyrights

1. The Contest Participant, whose Best Practice wins the contest, will be obliged to grant the Organiser the copyrights to the winning entry, in particular a free, non-exclusive licence, unlimited in time and space, concerning propriety rights and other intellectual property rights to be used in the following context:
 - 1) recording on any medium;
 - 2) multiplication in any possible technique;
 - 3) saving on a computer disc and dissemination in intranets or public sites, including the Internet;
 - 4) live performance vs playback;
 - 5) granting licence to usage;
 - 6) adapting the work to book or poster publishing, brochures, promotional and information materials as well as other documents and materials connected with the Organiser or the cooperating entities.

§ 8

Final provisions

1. Submission of an entry to the Contest will be tantamount to accepting the Rules and giving consent to the processing of personal data, in accordance with the provisions of the Personal Data Protection Act as of 10 May 2018. Personal data will be secured in accordance with the Act. Each Participant will have the right to review their personal data. Giving personal data is voluntary, but the lack of consent to process personal data excludes the Participant from the Contest.
2. The Participant will bear full liability should they violate the copyrights and/or personal interests of a third party.

3. The Contest Laureates agree that their winning projects, i.e. Best Practices Examples, will be presented on the Organisers' websites free of charge.
4. All the projects, regardless of the contest results, may be presented on the Congress website and on other portals owned by Gmina Lublin.

Information about the Congress is available at:

Lublin City Office, International Cooperation Centre, 20-109 Lublin, Bernardyńska 3, tel: +48 81 466 66 32

Contact person: Uliana Bila, International Cooperation Centre, e-mail: uliana.bila@lublin.eu

www.kongres.lublin.eu

The contest application form is available at the Congress site: www.kongres.lublin.eu.