

Sharing & Reuse Awards 2019

Procedure guide



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1. Purpose of this document

The purpose of this document is to give you some practical information about the **Sharing & Reuse Awards 2019**. It includes the important dates, eligibility and evaluation criteria, step-by-step submission guidelines, award ceremony, useful links, and contact information.

2. Sharing and Reuse Awards Contest 2019

The European Commission invites you to take part in the second edition of the Sharing & Reuse Awards contest organised as part of [ISA² programme](#)'s [Sharing and Reuse](#) action.

Have you been working on digitalising public services successfully? Share your experience by applying for this contest! Public administrations looking for specific IT solutions will be interested to see how you addressed similar challenges and learn how to reuse the open source software or shared IT services that you have already developed.

Please read this document carefully before filling in the application form. It is important that you provide details of your IT solution and its potential for wider reuse. The [2017 edition of the Sharing & Reuse Awards Contest](#) with 118 applications was a great success, so we hope 2019 will be even better!

3. Award categories

This contest rewards public administrations that have successfully developed and shared the following:

1. **Most innovative** open source software
2. Open source software **with the biggest impact on citizens or businesses**
3. **Most innovative** shared IT services (commonly developed or shared)
4. Shared IT services (commonly developed or shared) **with the biggest impact on citizens or businesses**

4. The prizes

The first prize of **EUR 15 000** will be awarded to the winning team in each of the 4 categories.

The second prize of **EUR 10 000** will be awarded to the runner up in each of the 4 categories.

The solutions in third and fourth places will receive a **certificate of excellence**.

5. Who is allowed to participate?

To be eligible, the solution should be developed by – or for – public administrations. Only a public administration can submit the application. When you submit a solution, you will be asked to prove that you operate in the public sector and that your organisation owns the solution. If you are a private company that has developed a solution for a public administration, please ask the public administration to submit the application as only they are eligible to participate in the contest.

6. Eligibility criteria

The proposed solutions have to fulfil the following criteria:

- Must be developed by – or for – a public administration from an [EU Member State](#), [EFTA country](#) or an [EU candidate country](#) (Albania, the former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey).
*EU Institutions and agencies may not take part. Please note that **only one solution per category** is allowed per organisation*
- Being reused by at least one public administration.
The submitting organisation should provide a list of specific public administrations (with links and contact persons) that have reused the solution.
- Must be either open source software (OSS) or a Shared IT service (please note that these definitions are used for the purposes of the Sharing & Reuse Awards contest):
 - ❖ **Open source software (OSS)** is a type of software whose source code is released under a royalty-free licence in which the copyright holder grants users the rights to run, study, modify, enhance, and distribute the software to anyone and for any purpose. An OSS solution is OSS software used as a building block for providing a public service.
 - ❖ **Shared IT services** are services operated by either a single operator or jointly by various operators on behalf of a number of customers who use the service to provide public IT services to their end users. A shared service may be used by various organisational entities in one public administration or by various organisational entities within various public administrations.
- Must be published on [Joinup](#) in English.
 - ❖ To encourage the sharing and reuse of interoperable IT solutions, the European Union – via the ISA² programme - has developed Joinup. This collaborative platform offers several services that aim to help e-Government professionals share their experience with each other as well as find, choose, develop, and implement any of the available solutions.
 - ❖ If your solution is not on Joinup at the time of your contest registration, the [Joinup Support Team](#) will be available to help you publish your solution or description of your service.
- Solutions that received a monetary reward at the previous contest ([S&R 2017](#)) are not eligible to participate. Those solutions which ranked third or fourth and received a certificate of excellence can be submitted again if they fall under one of the categories described in section 4.

7. Submission deadline

The [online submission form](#) is available on Joinup from 29 November 2018.

You will be able to change your draft application until 23:59h Central European Time on 28 February 2019. Thereafter, you will have to submit your application, which will be marked as **final**, and **you will no longer be able to make any further changes**.

Please avoid submitting your application at the last moment!

8. How to fill in the application form

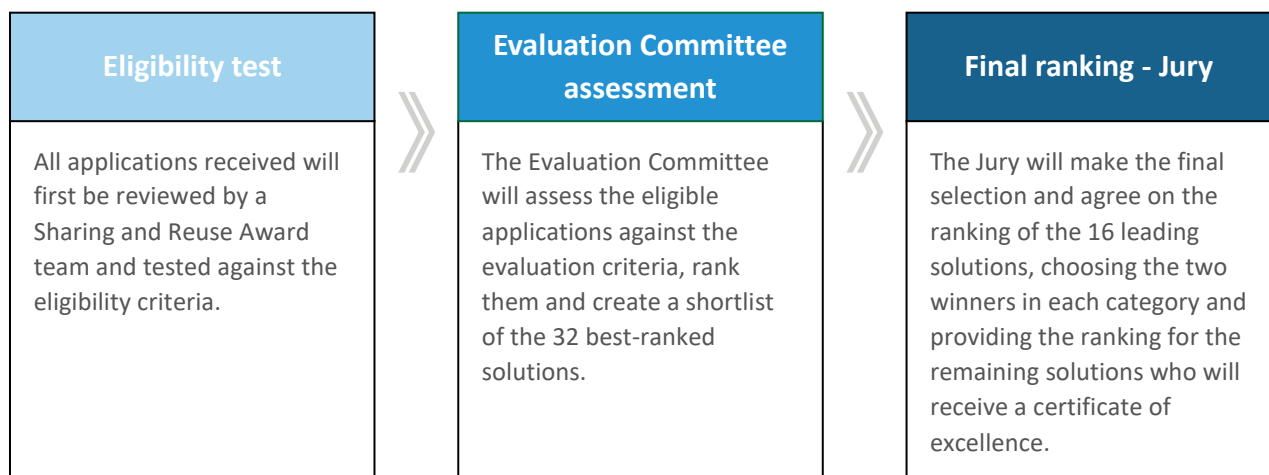
In order to apply, you will need to follow these steps:

- Open the [submission form](#) and add your replies online.
- Choose the category you are applying for, and the related questions will open.
- If you cannot finalise your replies in one go, you can save an incomplete version by selecting the option 'save draft'.
- Once you have saved a draft version of your responses, you must save (or bookmark) the link that will be given at the end of the session.
- Use this link to access the draft version you saved previously to continue working on the submission form.
- When you finalise your application, hit 'submit'.

Please note that you should be able to respond to all questions. If some questions are not applicable to your IT solution, please specify N/A in the response box.

9. Selection phases

To win the award, your solution will need to pass the three-step assessment described below:



9. Solution evaluation criteria

Solutions taking part in the contest will be assessed against predefined criteria:

- **Solution design and governance:** extent to which open standards are used and/or complied with; the level of documentation of the solution and the quality of the design; level of cooperation, cross-border cooperation, collaboration between institutions, and identification of a governance model supporting the solution.
- **Impact/extent of reuse:** the business model of the solution; the realisation of planned objectives and activities; proven evidence of benefits (including savings established through reusing instead of developing from scratch); visible impact and tangible results; savings or results that could still be realised; number of reuse cases and details of plans for ongoing future reuse effort; reuse of other organisations' existing services; reuse of application's modules by other applications.

- **Sustainability:** extent to which the solution shows elements which allow it to be sustained after its objectives have been achieved; extent to which the sustainability is guaranteed; technical documentation; business model documentation; maintenance; high availability.
- **Innovation (for category 1 and 3):** technological innovation; business process innovation; social Innovation.
- **User-centricity (for category 2 and 4):** accessibility to citizens; personalised data; personalised services; notifications; mobile devices.

11. When will the results be announced?

If your solution has been shortlisted, you will be informed by the Commission via e-mail by 25th April 2019.

12. Sharing & Reuse Awards ceremony

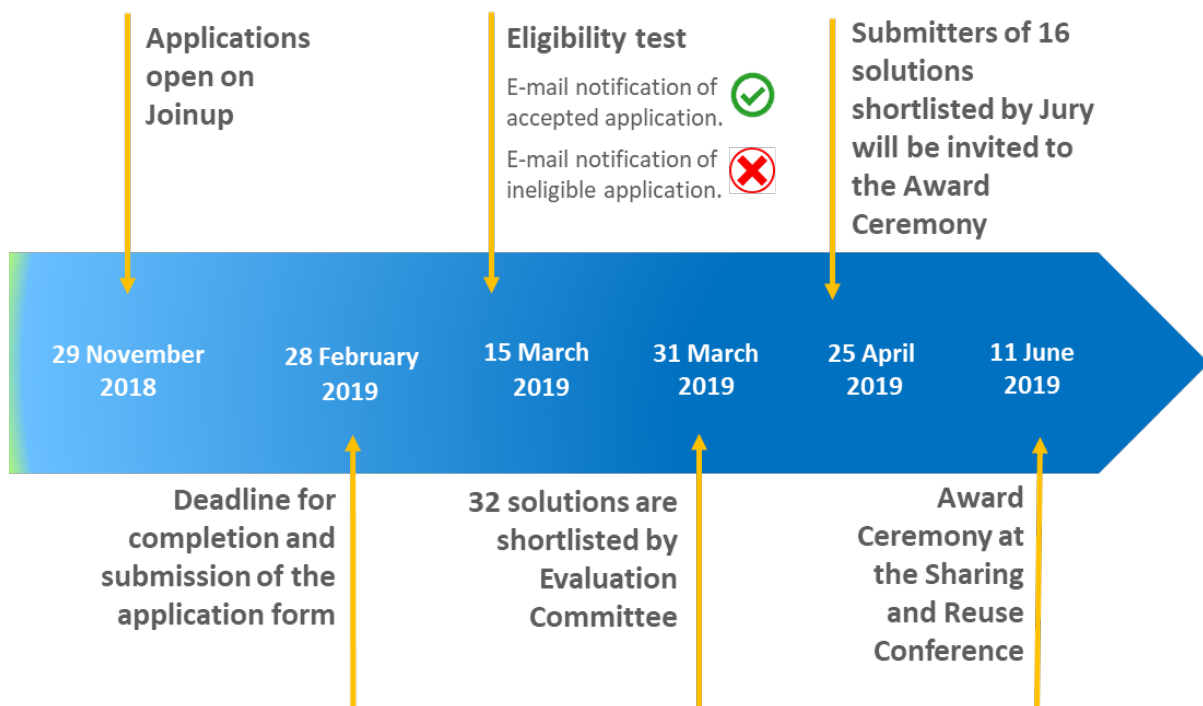
The owners of the 16 shortlisted solutions will be invited to the **Sharing & Reuse Awards ceremony** that will take place in June 2019 in Romania. If you are among them, you will be kindly asked to:

- outline your solution in a 4-minute presentation
- prepare a more detailed presentation of the solution for publication on Joinup

The Sharing & Reuse Awards team will provide you with the templates and guidelines for both presentations.

13. Process overview

The key dates of the Sharing & Reuse Awards contest are shown below:



14. Useful links

- [Contest page on Joinup platform's Sharing & Reuse Awards;](#)
- [Frequently Asked Questions \(FAQ\);](#)
- [Previous edition of the contest;](#)
- [Sharing & Reuse conference;](#)
- [More information about the ISA² programme.](#)

15. Contact us

Have any questions? Get in touch by e-mailing us at DIGIT-SR-AWARDS@ec.europa.eu

GOOD LUCK!