

# Terms of Reference of the WeGO Awards

## Chapter 1: General Provisions

### Article 1 (Purpose)

This Terms of Reference provides a framework of the WeGO Awards which was designed to recognize and promote outstanding smart initiatives of local governments that use information and communication technologies (ICTs) to improve the quality of life of citizens.

### Article 2 (Eligibility)

All local governments, smart tech solution providers that work with local governments, and public organizations around the world, both members and non-members of WeGO, are eligible to submit exemplary smart city projects to the WeGO Awards. Only projects that have already been implemented or are in the process of implementation will be accepted.

Corporate and institutional applicants are required to communicate with the local government connected to the project and receive approval from the necessary authority before applying.

### Article 3 (Event Period)

The WeGO Awards is held in the same year as the WeGO General Assembly, with the awards ceremony taking place at the General Assembly Session. The dates of the awards ceremony may change when unavoidable situations occur.

### Article 4 (Categories)

1. The WeGO Awards are given in the following six categories:

- a) Efficient Government Category (Public Service Delivery, Accountability, Service Integration, Breaking Down Silos, Interoperability)
- b) Emerging Technology Category (Latest ICT innovations such as AI, Drones, Blockchain, Virtual and Augmented Reality, Edge Computing)
- c) Mobility Category (Efficient Transport, Intelligent Transport Systems, Mixed-Modal Access, Integrated ICT Infrastructure, Parking)
- d) Open and Inclusive City Category (Citizen Participation, Open Data and Privacy, Transparency, Bridging the Digital Divide, Participatory Budgeting, Living Labs, Crowdsourcing)
- e) Safe City Category (Security, Emergency Response, Gas and Fire Detection, Infrastructure Management, Disaster Response)
- f) Sustainable City Category (Green ICT, Waste Management, Water Management, Circular Economy, Lighting, Buildings, Resources Management)

2. Award categories are determined by the WeGO Executive Committee. The categories may be modified, added, or abolished with the attendance of more than one half of the total members of the Executive Committee and with the concurrence of one half or more of the members present.

### **Article 5 (Selection of Winners)**

1. Winners will be selected on the basis of the evaluation process specified in Article 9.
2. The top two (2) applications of each category under Article 4 will receive the first and second place prizes, which are named the Gold Award and the Silver Award, respectively.
3. The judging panel may select no winners when no applications are deemed qualified.
4. In any year the WeGO Secretariat regards (a) the competition to be especially competitive than the norm due to a high number of submissions or (b) special factors not reflected in the regular judging criteria to be especially noteworthy, the WeGO Secretariat may decide to select an additional application in each Awards Category to receive a Special Mention, in consultation with the WeGO Awards judging panel.
5. Winners of the additional Special Mention will be determined by the leadership of the WeGO Secretariat and the head of the WeGO Awards judging panel pursuant to specific criteria decided by them for any year, and the evaluation process specified in Article 9 will not apply.

### **Article 6 (Promotion of the WeGO Awards)**

The WeGO Awards will be promoted in the following ways:

1. Call for applications for the WeGO Awards will be announced by electronic mail or post. The WeGO Awards will be promoted on the official website of WeGO and the WeGO Awards official website and publicized in a wide range of formats including websites, advertisements, and newspapers.
2. WeGO will be contacting various partners, smart city websites, and media companies to promote the WeGO Awards.

## **Chapter 2 : Application**

### **Article 7 (Application Process)**

1. Local governments and other eligible entities may apply for the WeGO Awards by submitting projects in the format of voluntary application. Up to two (2) applications can be submitted regardless of category. In the event that different entities submit more than two (2) applications for the same local government, the WeGO Secretariat will accept the two (2) completed applications that the local government deems valid.
2. The applications may be for up to two (2) projects under the same or different categories.
3. The same project may not be submitted for different categories. If the project fits under more than one category, select the one which is more appropriate and relevant.
4. Applications shall be submitted during the period determined by WeGO.
5. Applications shall be written in English, the official language of WeGO, and will include the following:
  - a) A completed online application form of the WeGO Awards that includes a summary of the project, information on who was responsible for the project, how funding was secured, how it used ICTs, what were the key project results, etc.
  - b) A nomination form signed by the governor, mayor, or equivalent head of local government
  - c) Optional materials that can support the project's effectiveness

6. The required documents shall be submitted in electronic format on the official website of the WeGO Awards. The documents will be stored in an online resource and best practice repository, and thus may be disclosed by WeGO to the public as a whole, in part, or in summary.

### **Chapter 3: Judging**

#### **Article 8 (Judging Panel)**

1. The judging panel will consist of smart city and urban experts chosen by the WeGO Secretariat considering the needed expertise and regional representation.
2. The head of the judging panel will be elected by and among members of the panel to represent the judging panel, supervise the operation of the panel, and provide advice to the WeGO Secretariat, especially in the event that the judging panel members have varying opinions.
3. Members of the judging panel may be paid for reviewing applications on the basis of the examples of payment of other international organizations.
4. English is the official language of the judging panel.

#### **Article 9 (Evaluation Process)**

1. Each motion of the judging panel will be adopted with the concurrence of one half or more of the members.
2. The evaluation process of the judging panel is as follows:
  - a) First Evaluation Round
    - i) The judging panel will rate each application in accordance with the judging criteria, where each criterion will be rated from one (1) to ten (10) (1 being the lowest, 10 being the highest).
    - ii) The ratings of the members of the judging panel will be tallied.
    - iii) The five (5) highest-scoring applications will move on to the second evaluation round.
    - iv) The judging panel will be given one (1) month to complete the first evaluation round.
  - b) Second Evaluation Round
    - i) The judging panel will look into the applications again and will pick two (2) projects that they think are deserving to win the WeGO Awards.
    - ii) The project with the most number of votes will receive the Gold Award, and the runner-up will receive the Silver Award.
    - iii) In case that the number of votes for two (2) projects are tied, the project that received a higher score in the first evaluation round will receive the award.
3. All evaluations will be performed online on the official website of the WeGO Awards.
4. The judging panel may select no winner in each category when no application is considered qualified.
5. Matters relating to the operation of the judging panel shall be discussed among members of the judging panel and determined by the head of the panel.

## **Chapter 4: Awarding**

### **Article 10 (Prizes)**

The winners of the awards will be given the following prizes:

#### **1. Gold Award**

- a) Gold Award Trophy
- b) Sponsored flights and accommodation for one (1) person to attend the WeGO Awards Ceremony at the WeGO General Assembly
- c) Speaking slot at the WeGO Awards Ceremony
- d) Space in the WeGO Awards Pavilion at the WeGO General Assembly
- e) Guaranteed participation and local sponsorship in a competitive WeGO capacity building program
- f) Publicity of the award through various media channels and WeGO's best practice publications and materials

#### **2. Silver Award**

- a) Silver Award Trophy
- b) Sponsored flights and accommodation for one (1) person to attend WeGO Awards Ceremony at the WeGO General Assembly
- c) Space in the WeGO Awards Pavilion at the WeGO General Assembly
- d) Publicity of the award through various media channels and WeGO's best practice publications and materials

#### **3. Special Mention**

- a) Special Mention Plaque
- b) Sponsored flights and accommodation for one (1) person to attend the WeGO Awards Ceremony at the WeGO General Assembly
- c) Publicity of the award through various media channels and WeGO's best practice publications and materials

### **Article 11 (Awards Ceremony)**

1. All award recipients are required to attend the WeGO Awards Ceremony at the WeGO General Assembly.
2. Representatives from the president city and the host city of the General Assembly will give the awards to the representatives of the winning local governments during the awards ceremony.

### **Article 12 (Double Awarding)**

Each application may receive only one award.

### **Article 13 (Invalidation)**

The judging panel may invalidate awards in part or as a whole in case that the applications do not meet the qualification requirements prescribed in the Terms of Reference of the WeGO Awards or in case that the applications have brought disgrace or have potential to bring disgrace to WeGO.

**Article 14 (Disclosure of Award Results)**

Full texts of winning applications and summaries of other applications submitted to the WeGO Awards may be posted on the official website of WeGO, the WeGO Awards official website, WeGO's other online resources, and other publications.

**Article 15 (Benefits to Winners)**

Winners are highly encouraged to publicize their achievements on official documents, city websites, and other forms of media.