



International Association
for Public Participation

IAP2 Core Values Awards

2011 Style Guide

2011 IAP2 Core Values Awards Style Guide

Introduction:

This style guide provides direction to award applicants, clarifies the presentation format of submissions, allows for the use of a limited number of photos and images in submissions, and enables the publication of submissions in the annual *State of the Practice Report* in a consistent and comparable presentation format.

For the 2011 IAP2 Core Values Awards, there are four award categories:

- The **Project of the Year** award recognizes excellence in the tools, techniques and efforts in public participation within a finite framework.
- The **Organization of the Year** award recognizes the application of the core values in all aspects of an organization and how they are embedded into decision-making that features public participation.
- The theme for the 2011 **Innovation Award** is: “Addressing Evaluation Frameworks in Public Participation.” Please review the Innovation Award Submission Guidelines for details on the requirements for submissions in 2011.
- New award category for 2011: **Research Award** - Research is critically important to IAP2 and its members if we are to understand and overcome challenges in everyday public participation and build upon P2 theory and practice. The Research Award acknowledges important contributions to the body of public participation knowledge.

Format:

Entries in all award categories are required to use the following guidelines:

- Entries will be **no more than seven** Letter-size (8 ½ in x 11 in) or A4-size pages (21.6 cm x 27.9 cm). If the entry includes photos or images, it may be up to eight pages.
- All text will be in Arial 11 point font. Section headings will be in boldface.

Cover:

The **cover page** must include:

- The title
- award category;
- organization name;
- nominee’s name;
- contact information;
- 2 participant references; and,
- contact information for 3 publications (newspapers, journals, magazines, etc.) to be notified if your entry is selected

Page 2 will be the Case Study Summary table using the following format and headings. The purpose of this summary is to provide an executive summary of the award submission. The total word count should not exceed 200-250 words, and it should fit on a single letter-size page (8 ½” x 11”) or A4 (21.5 cm x 27.9 cm) sheet with consistent 1” or 2.5 cm margins on all sides. Below is a template.

Title	
Organizing Group	
Location	
Key Question/Problem	
Sample Methods	
Results	
Impact Level	
Time Frame	
People Engaged	
Web Link	

Following is a sample of the Case Study Summary:

Title	EXAMPLE: Our Shared Vision: Living in Brisbane 2026
Organizing Group	Brisbane City Council
Location	Australia, Brisbane, population 1.77 million
Key Question/Problem	New vision (city vision) document, citizen input on high level themes and emerging issues identified by the city
Sample Methods	Survey, vision postcards, workshops, discussion forums, blogs, youth drawing activities
Results	A very comprehensive methodology to engage all citizens, with additional effort to engage hard-to- reach populations of youth and migrants; ensured that their vision was embedded in the vision document. Testing of all findings through a further survey provided additional support and guidance to council. Outcomes have been incorporated into the City's Strategic Planning framework in the annual, medium term and long term plans.
Impact Level	Metropolitan city
Time Frame	About 12 months
People Engaged	18,000 plus citizens
Web Link	http://www.brisbane.qld.gov.au/BCC:BASE:383280837:pc=PC_215

Pages 3-7 will comprise the content of the award submission. Each page of the submission must include a header in the upper right hand corner that includes the Organization Name and page number.

Optional 8th page. An eighth page is permitted if the applicant wishes to include images or photos to help illustrate an important aspect of their submission.

Headings and Content

Submissions must be organized in sections with the same headings used in each of the award guidelines. See the award guidelines (below) for specific headings to use in your submission.

Please Note

The style guidelines have been put in place to assist with the award application process, enhance fairness, judging, and publication in the *State of the Practice Report*. The judging panel will favor submissions that conform to the style guide specifications.

For examples of properly formatted award submissions, please refer to the 2010 *State of the Practice Report* available from www.iap2.org

As always, we are happy to accept entries of the same project in multiple award categories. We do require you to make separate submissions for each category you wish to enter, and that each entry clearly addresses the requirements of the category as outlined in the style guide.

Deadline

The submission deadline for 2011 IAP2 Core Values Awards submissions is **August 5, 2011**.

Awards Announcement

Awards will be announced at the IAP2 Australasian Conference and recipients will be able to select an event for them to be acknowledged by their peers.

Project of the Year Award Submission Guidelines

The Problem and Challenge

Describe the problem and challenge faced.

The Role of Public Participation

Briefly describe the role of public participation in addressing the problem or challenge.

Public Participation Methods

Describe the methods used to implement public participation.

Uniqueness of the Project

Describe what makes this project special. Some questions to consider in this section include:

- In what way(s) did public participation improve the decision?
- How did public participation contribute to the resolution of the problem?
- Describe the innovative participation techniques that were used.
- Was the project able to solve a problem that faces the field of public participation?
- How did the project spread the practice of public participation into a new area?

Project Results

Describe the project's effectiveness in achieving results. Provide a brief summary of the project evaluation.

Alignment with Core Values

Describe how the IAP2 core values are reflected in the project outcomes. Specifically:

- How did the project ensure that those most affected by the decision or problem were involved?
- How was the outcome of the project influenced by the public's contributions?
- How did the project promote sustainable decisions and ensure that the needs and interests of all participants were communicated?
- How did the project seek out and facilitate the involvement of those most affected?
- How did the project seek input from participants on how they wished to participate?
- How did the information provided to participants support or contribute to meaningful participation?
- How did the communication of the project results ensure that participants knew how their input affected the decision or addressed the problem?

Organization of the Year Award Submission Guidelines

Public Participation Challenges and Opportunities

Describe the mission of the organization and its challenges with regard to internal and external stakeholders or public entities.

Rationale for Public Participation

Discuss the rationale or impetus that led the organization to embrace the principles and values of public participation.

Impact of Core Values on the Organization

Discuss how the Core Values are influencing both operations and organizational culture. Provide examples of specific ways that public participation has impacted decisions, leveraged or created opportunities for your organization.

Provide evidence of how the Core Values are helping to shape organizational culture. Evidence of a culture of public participation within an organization may include (but are not limited to):

- evidence that public participation is an organizational strategy, a component of organizational mission/mandate, or a key business element or deliverable for the organization
- the existence of a public participation policy, and the breadth of scope of the policy's influence on the operations or work of the organization
- evidence of public participation knowledge and/or practice competency of employees, and the existence of internal training programs for staff, volunteers, etc.
- existence of internal frameworks for carrying out public participation work that reflect or are based in IAP2's Core Values
- evidence that the public participation activities of the organization are evaluated as part of overall business strategy

Evaluation against Core Values

Provide evidence to demonstrate how the Core Values influence the organization and its public participation approach and practice.

Innovation Award Submission Guidelines

Innovation Award Theme for 2011: “Addressing evaluation frameworks in Public Participation”

How do we know public participation is making an impact? When we undertake a P2 process, how do we know we are accomplishing certain goals or achieving key outcomes?

Evaluating public participation is arguably one of the most important challenges for the practice. Invariably, approaches to P2 evaluation run the gamut of process and outcome measurement, quantifying short- and long-term impacts, and attempts at describing value or return on investment. There are disparate views about the indicators that are important, and there are many possible frameworks and approaches to P2 evaluation.

Award submissions for the 2011 Innovation category will focus on the topic of “*Addressing evaluation frameworks in public participation.*” Entries must present a framework for P2 evaluation and demonstrate how it was used to evaluate a P2 process or project. While the process or project sets important context for this award, elaboration on the components and application of the evaluation framework will be key to the success of an entry in this category, as will linking the framework to the IAP2 core values.

The Problem and Challenge

Briefly describe the overall problem and challenge, and the P2 approach.

The Role of Public Participation

Briefly describe the role of public participation in addressing the problem or challenge.

Evaluation Framework

Describe the evaluation framework, including:

- Outcomes
- Indicators
- Measures
- Methodology

Innovation:

Briefly describe the uniqueness of the evaluation framework or approach.

Project Results

Provide a summary of the project evaluation results.

Alignment with Core Values

Describe how the IAP2 core values are reflected in the evaluation framework and/or evaluation results.

- Those who are affected by the decision were involved in the decision-making process.
- The public's contribution influenced the decision.
- The decision was sustainable, and recognized and communicated the needs and interests of all participants, including decision makers.
- The involvement of those potentially affected by or interested in the decision was sought out and facilitated.
- Participants provided input into designing how they participated in the decision.
- Information provided to participants supported meaningful participation.
- Participants were informed about how their input affected the decision.

Research Award Submission Guidelines

Research Award – New for 2011

Innovation doesn't happen by accident. The combination of interesting problems, good questions and a spirit of inquiry are the foundations that help us build new theories and give shape to new ideas, they are the elements that help advance our knowledge and understanding.

Research is critically important to IAP2 and its members if we are to understand and overcome challenges in everyday public participation and build upon P2 theory and practice.

The Research Award acknowledges important contributions to the body of public participation knowledge.

The Problem and Challenge

Briefly describe the overall research question or problem, and its alignment with public participation.

Methodology & Theoretical Frameworks

Briefly describe the research methods used and how you approached your research question or problem. Note also any theoretical frameworks which underpinned your research.

Research Results

Describe the outcomes of the research, in particular your findings. What did you discover? How solid are your findings? What evidence do you have to support your claims?

Contribution to the Body of Knowledge

What is your contribution to the body of knowledge in the field of public participation.

Alignment with Core Values

Describe how the IAP2 core values are reflected in your methodology and/or your findings.

This might include some or all of the following:

- Those who are affected by the decision were involved in the decision-making process.
- The public's contribution influenced the decision.
- The decision was sustainable, and recognized and communicated the needs and interests of all participants, including decision makers.
- The involvement of those potentially affected by or interested in the decision was sought out and facilitated.
- Participants provided input into designing how they participated in the decision.
- Information provided to participants supported meaningful participation.
- Participants were informed about how their input affected the decision.