

## **ABOUT THE WEEK OF INTEGRITY AWARD**

The Week of Integrity Award is established in 2020 to honour Albanian champions in appreciation and recognition of their efforts to stand up for integrity and expose corruption.

The Annual Integrity Award seek to recognise the outstanding work of a stakeholder or collective actions around the country. These awards are a chance for Albanian actors to showcase their achievements across a variety of initiative purposes from promotion of transparency, accountability, responsible business conduct, ethical leadership and more.

The awards are given out in a number of categories, each of which includes engagements from several partners.

## **TERMS AND CONDITIONS**

### **Nominations: Who can nominate?**

- Organizations, businesses, academic institutions, chambers of commerce, think tanks or any other form of legal representation can make nominations for any of the awards' categories.
- Nominations may be submitted by individuals and legal entities only within the term defined for nomination in the Award guidelines.
- Self-nominations are not accepted.
- A submitter can enter up to three nominations either in different categories or in one, but may enter a specific action only once.
- The nomination process will be published through Week of Integrity website and social media channels.
- Submitters can nominate individuals only for the Research category.
- Submitters and nominees shall be individuals and entities operating within the territory of the Republic of Albania.

### **Eligible nominations**

The nomination shall meet the following criteria:

- The action taken by the Nominee shall have a significant influence for either for the company, sector, society, economy, environment, good governance and have sustainability-oriented approach;
- The action has had a significant impact on the improvement of transparency & accountability as well as promoting ethics and integrity values and fight against corruption;
- The action must be particularly courageous, innovative and deserving of recognition;
- The action can be a project, research, undertaking, campaign or similar initiative.

**Ineligible nominations**

The following categories of nominees will not be considered for the Wol Integrity Awards:

- Individuals or organisations of questionable integrity or goals.
- Individuals or organisations related to or engaged with political parties.
- Projects and staff of ICC Albania, its Board of Directors members and companies, the members of the staff of international partners, the Awards Committee while serving in those capacities.
- Individuals or organisations that submit self-nominations.

**Targeted actions:**

The champion can be an individual<sup>1</sup> or institution that is a source of inspiration and has worked;

- To report corruption,
- To develop tools and instruments that help strengthen integrity in society and institutions,
- To develop investigative reports and/or documentaries,
- To write focused research on the state of anti-corruption & integrity,
- To implement initiatives to promote integrity (transparency, ethics, accountability, fight against corruption).
- Any other type of action that relates to promoting integrity and fight against corruption.
- The action should have taken place or is implemented in the last two years.

**Award Categories**

The Integrity Award comprises of five categories that target projects and initiatives undertaken by institutions, organizations and individuals:

- 1) Integrity Award for the Best Focused Research on Integrity topics;
- 2) Integrity Award for the Media Sector;
- 3) Integrity Award for Civil Society Action;
- 4) Integrity Award for Business Sector; and
- 5) Integrity Award for Youth Action.

**Other**

- If submitters or nominee's contact details change during the application process, it is the submitter's responsibility to amend details with ICC Albania. All contact details must be included.
- Please complete all sections of the nomination form.

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<sup>1</sup> Only in case of researchers.

- The information materials and contact details submitted on the nomination form may be used by ICC Albania/or other Wol partners in promotion of projects and the Week of Integrity Award.
- If your nomination is shortlisted, our staff will be in touch to inform you and obtain further information for branding or promotional material for the awards.

## **APPLICATION & EVALUATION PROCESSES**

### **Phase 1: Application**

Nominations should be submitted by filling in the form available at [www.weekofintegrity.al/award](http://www.weekofintegrity.al/award).

#### ***Tips for having a great application***

- Give yourself the necessary time: Make sure to complete the form ahead of the set deadline.
- Ensure that the nominations being submitted fit with the respective category.
- Answer to what is being asked in the form. Avoid to provide unnecessary information.
- Provide evidences or results or deliverables that support your nomination achievements.

### **Phase 2: Judging Process**

Week of Integrity Team is committed to ensuring that the judging process is both robust and transparent.

Once the deadline has passed, the applications go through a two-stage judging process.

The awards are judged by two separate panels comprising experts in the field of anti-corruption, integrity and project management.

The first panel will decide on the shortlist while the second panel will decide the category and overall winners.

The judging process is completely independent and no representative from ICC Albania sits on the judging panel.

#### **- The first panel or Award Committee**

The Award Committee reviews and examines received applications, assessing whether relevant criteria and requirements are fulfilled.

Correspondences are also exchanged with other partners to double check the accuracy of information.

Additional information will be requested when necessary.

Upon reviewing and discussing the merits of a nomination, Wol-AC members will vote on a short list of nominees for each category.

If less than three nominations have been received for a specific category or shortlisted, then the Award Committee might decide to abolish that category

Wol-AC prepares a report on the selected nominations for each award category and submits to the Judge panel

Members of the Awards Committee will refrain from voting on a particular nomination when a conflict of interest may arise.

- **The Second Panel or Jury Panel**

Members of the Jury Panel include legal persons and community figures with longstanding credibility, professionalism, and integrity in Albania and abroad.

The Jury panel holds meeting(s) prior to the ceremony to examine and review the report submitted by Wol-AC and decides about the winner under each category

The Jury panel is looking in particular for projects which are innovative, engage staff at all levels, are well thought out and communicated, utilise a variety of resources, and have positive impacts on the target sector and society as a whole.

The members of the Jury panel are independent, and ICC Albania does not have a representative on either panel nor is it involved in the shortlisting process.

ICC Albania will carry only the necessary administrative work for the proper run of the work of both panels.

Members of the Jury will refrain from voting on a particular nomination when a conflict of interest may arise.

### **Judging Criteria**

Make sure to keep these criteria, listed below, in mind when you are filling out your nomination form.

**Courageous:** Actions of teams, organisations or individuals<sup>ii</sup> taking remarkable steps to combat corruption and/or promote integrity in Albania.

**Innovative:** Projects avoid stereotypical actions and make an effort to think outside of the box when addressing the relevant issues. Projects are capable of adapting as they progress.

**Engagement & Collaboration:** There is strong and mutually beneficial collaboration with any partners or stakeholders.

**Strategy & Communications:** Projects involve clear identification and prioritisation of goals and actions, and effective communications with all stakeholders.

**Impact:** The project has a significant impact on the society, economy, specific target group, business, academic or other related community.

### **GENERAL DISCLOSURE**

All nominations become the property of Week of Integrity Award. Upon receiving a shortlisted nominee's written consent, ICC Albania/Week of Integrity is granted the right to use the name, voice and image of a shortlisted nominee, without compensation, for the purpose of advertising and publicising all matters related to the Wol Integrity Awards programme and award ceremony in any medium. Representatives of the shortlisted projects/initiatives, once having accepted their nomination, are responsible to be present at the award ceremony.

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<sup>i</sup> Only for the Research category

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