

Submissions

Candidates for this year's Scroll of Honour Award should submit details of their achievements by 31 July 2010. Submissions should not exceed 10 pages but there is no limitation on supporting material that can be attached as annexes. All submissions should have the following format:

- 1. Background**
Substantive information about the organization or individual being nominated including their mission, goals, history, size, length of experience in human settlements field.
- 2. Description of the initiative or project**
Situation or problem addressed, objectives, target beneficiaries, investment in the project in terms of human, material and financial resources, activities undertaken, duration of the project, achievements and outputs (provide photographs/evidence of outputs), lessons learnt, best practices from the project
- 3. Main partners**
List partners and their roles and levels of participation in the planning, design, implementation and funding of the project.
- 4. Impact**
Estimated number of beneficiaries, types of beneficiaries (e.g. women, children, poor, war victims), impact on beneficiaries' living conditions e.g. social, economic, environmental, health, education, employment, security of tenure, crime reduction, community involvement in decisions/ governance, etc. Provide quantitative and qualitative values.
- 5. Sustainability**
Describe how the initiative has created lasting change (by enacting new legislation or policy, by promoting capacity building and community empowerment, by strengthening the institutional framework, by enforcing efficiency, accountability and transparency etc.). Indicate how long the positive impact has been sustained so far. If there is ongoing investment to maintain the positive results, give details of how this is secured, and its commercial and social sustainability
- 6. Transferability and upscaling**
Indicate whether this is a replicable best practice and show where it has been replicated and how this was done.
- 7. Innovation**
Describe the main innovations aspects of the initiative.
- 8. Recognition of the initiative**
Provide a list of references, articles, publications, media reports about the initiative starting with the most recent ones and where possible, send copies of the actual articles as an annex.

The Selection process

The selection process will consist of three steps:

1. The World Habitat Day Coordinator will make an initial assessment of the nominations and submissions and verify that they conform to the standards outlined in the submission guidelines. Qualifying submissions will be sent to the jury.
2. A jury of experts on human settlements and urban development and the World Habitat Day theme for 2010 will be constituted to select a maximum of five winning initiatives. The jury will make their recommendations to the Executive Director outlining their reasons for the selection.
3. UN-HABITAT's Executive Director, based on the recommendations of the independent jury, will make the final selection of the Scroll of Honour winners.

Areas of achievement

In selecting the winners for the award, the jury will be looking for achievements in the key areas outlined in the table below. The achievements will be considered within the overall context of sustainable human settlements and urban development.

This year, the jury will give particular attention to achievements related to this year's theme of *Better City, Better Life* and especially those pertaining to environmental sustainability, equity, gender parity, pro-poor growth and participatory governance.

<p>Disaster Management And Mitigation</p> <ul style="list-style-type: none"> Response to man-made disasters Response to natural disasters Response to post-conflict situations Risk reduction Sustainable relief 	<p>Economic Development & Finance</p> <ul style="list-style-type: none"> Housing finance Informal economy Municipal finance Regional economic development Urban-rural linkages 	<p>Environment</p> <ul style="list-style-type: none"> Conservation Natural resources Planning and policy development Pollution mitigation Sustainable cities
<p>Information And Monitoring</p> <ul style="list-style-type: none"> Millennium Development Goals Remote sensing and Graphical Information Systems Urban Observatories Urban statistics and indicators 	<p>Infrastructure</p> <ul style="list-style-type: none"> Energy Heritage preservation Infrastructure management Sanitation Transportation Waste management Water 	<p>Land And Housing</p> <ul style="list-style-type: none"> Architecture Building materials and technology Cooperative housing Housing policy Housing right Land rights Settlements upgrading Tenure
<p>Social Development</p> <ul style="list-style-type: none"> Children and youth Community development Crime prevention Education Gender Health and HIV/AIDS Human rights Income generation Migrants, refugees and Internally displaced Older persons Persons with disabilities 	<p>Urban Management</p> <ul style="list-style-type: none"> Decentralization Public participation Regional development and planning Technical cooperation Training and capacity building Urban governance Urban planning Urban policy 	

Timetable for 2010

22 March 2010	Announce the 2010 World Habitat Day theme and call for nominations and submissions
31 July 2010	Deadline for submissions
31 August 2010	Winners selected
September 2010	Winners notified and announced
4 October 2010	Winners awarded at the Global Observance of World Habitat Day

Terms and conditions

The following terms and conditions will apply to these awards:

- The prize for the winning entry will be awarded to the person or organization named in the submission form, who may not necessarily be the holder of the copyright.
- All entries will be available for international exhibition, demonstration, publication and media coverage and UN-HABITAT will not be required to seek further permission from the copyright holders for any such use.
- Where the submission of a project is made by someone other than the holder of the copyright, a written warranty is required indicating that the holder of the copyright agrees (a) to the submission, and (b) to the terms indicated in points 1 and 2 above.

Supporting material such as press clippings, videotapes and photographs will not be returned.

Nominate a candidate

To nominate an organization, individual or project for this year's award you can do one of the following:

- Fill in the online nomination form on the website at <http://www.unhabitat.org/whd>
- Download the form on the website at <http://www.unhabitat.org/whd> and email it to whd@unhabitat.org, or
- Complete the nomination form on below, and send it to: World Habitat Day Coordinator, Information Services Section, PO Box 30030, Nairobi 00100, Kenya; Fax: +254 20 762 3477

NOMINATION FORM

Details of individual/project, organizations being nominated:

Indicate if nomination is for: Project Individual Organization

Name of individual/project/organisation: _____

Address: _____

Zip code: _____ City: _____ Country: _____

Daytime telephone: _____

Mobile telephone number: _____

Fax: _____

Email: _____

Short description of main achievements: _____

Nominee details:

Name: _____

Address: _____

Zip code: _____ City: _____ Country: _____

Daytime telephone: _____

Mobile telephone number: _____

Fax: _____

Email: _____

What is your connection with the individual/project/organization that you are nominating?

Please note that nominees will have to provide more details about their achievements in line with the submission format outlined in this guide.