

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
শিক্ষা মন্ত্রণালয়  
মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ  
সমন্বয় শাখা  
বাংলাদেশ সচিবালয়, ঢাকা  
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স্মারক নম্বর: ৩৭.০০.০০০০.০৬৫.১৬.০৪৬.১৬.৪২৮

তারিখ: ৭ কার্তিক ১৪২৫

২২ অক্টোবর ২০১৮

বিষয়: **United Nations Public Service Awards (UNPSA)- এর জন্য আবেদন**  
দাখিলের বিজ্ঞপ্তি।

সূত্র: ০৫.০০.০০০০.০০০.৯৯.০১২.১৬.৩৬৯ ১৫ অক্টোবর ২০১৮

উপর্যুক্ত বিষয়ের আলোকে জনপ্রশাসন মন্ত্রণালয় হতে প্রাপ্ত সূত্রোস্থ পত্রের ছায়ািলিপি এতদসঙ্গে প্রেরণ করা হলো। প্রেরিত পত্রে বর্ণিত 'The Applicant's Manual' এবং 'Submission Rules for Nomination' অনুসরণপূর্বক ইংরেজীতে United Nations Public Service Awards (UNPSA)- এর জন্য আবেদন প্রস্তুত করে প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তি: বর্ননামতে।

২২-১০-২০১৮

মোঃ আখতারউজ-জামান

উপ-সচিব (প্রতিকল্প)

ফোন: ৯৫৭৭০৯৭

ইমেইল: sas\_s4@moedu.gov.bd

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১) চেয়ারম্যান, বাংলাদেশ বিশ্ববিদ্যালয় মঞ্জুরী কমিশন, শেরেবাংলা নগর, ঢাকা।
- ২) অতিরিক্ত সচিব, প্রশাসন ও অর্থ অনুবিভাগ, মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ
- ৩) অতিরিক্ত সচিব, মাধ্যমিক-২ অনুবিভাগ, মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ
- ৪) অতিরিক্ত সচিব, উন্নয়ন অনুবিভাগ, মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ
- ৫) অতিরিক্ত সচিব, বিশ্ববিদ্যালয় অনুবিভাগ, মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ
- ৬) অতিরিক্ত সচিব, কলেজ অনুবিভাগ, মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ
- ৭) অতিরিক্ত সচিব, মাধ্যমিক-১ অনুবিভাগ, মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ
- ৮) চেয়ারম্যান, এন.টি.আর.সি.এ., ঢাকা।
- ৯) মহাপরিচালক (অতিরিক্ত দায়িত্ব), মাধ্যমিক ও উচ্চশিক্ষা অধিদপ্তর
- ১০) মহাপরিচালক, বাংলাদেশ শিক্ষাতথ্য ও পরিসংখ্যান

ব্যুরো (ব্যানবেইস)

- ১১) ব্যবস্থাপনা পরিচালক, প্রধানমন্ত্রীর শিক্ষা সহায়তা ট্রাস্ট
- ১২) ডেপুটি সেক্রেটারি জেনারেল, ডেপুটি সেক্রেটারি জেনারেল এর দপ্তর, বাংলাদেশ ইউনেস্কো জাতীয় কমিশন
- ১৩) যুগ্মপ্রধান, পরিকল্পনা অনুবিভাগ, মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ
- ১৪) মহাপরিচালক, আন্তর্জাতিক মাতৃভাষা ইনস্টিটিউট
- ১৫) চেয়ারম্যান, এন.সি.টি.বি., মতিঝিল, ঢাকা।
- ১৬) প্রধান প্রকৌশলী, শিক্ষা প্রকৌশল অধিদপ্তর
- ১৭) মহাপরিচালক, জাতীয় শিক্ষা ব্যবস্থাপনা একাডেমী
- ১৮) চেয়ারম্যান, মাধ্যমিক ও উচ্চ মাধ্যমিক শিক্ষা বোর্ড, ঢাকা ও আন্তঃশিক্ষা বোর্ড সমন্বয় সাব কমিটি।
- ১৯) পরিচালক, পরিদর্শন ও নিরীক্ষা অধিদপ্তর
- ২০) সিনিয়র সিস্টেম এনালিস্ট, আইসিটি অধিশাখা, মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ (এ বিভাগের Web-site এ আপলোডের অনুরোধসহ)
- ২১) সদস্য সচিব, বেসরকারি শিক্ষা প্রতিষ্ঠান শিক্ষক ও কর্মচারী অবসর সুবিধা বোর্ড
- ২২) সদস্য সচিব, বেসরকারি শিক্ষা প্রতিষ্ঠান শিক্ষক কর্মচারী কল্যাণ ট্রাস্ট

স্মারক নম্বর: ৩৭.০০.০০০০.০৬৫.১৬.০৪৬.১৬.৪২৮/১(২)

তারিখ: ৭ কার্তিক ১৪২৫  
২২ অক্টোবর ২০১৮

সদয় অবগতি ও কার্যার্থে প্রেরণ করা হল:

- ১) মন্ত্রীর একান্ত সচিব (অতিরিক্ত দায়িত্ব), মন্ত্রীর দপ্তর, মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ
- ২) সচিব এর একান্ত সচিব, সচিবের দপ্তর, মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ

২২-১০-২০১৮

মোঃ আখতারউজ-জামান  
উপ-সচিব (প্রতিকল্প)



## United Nations Public Service Awards

### Submission Rules for Nominations

The **United Nations Public Service Awards (UNPSA)** recognizes excellence in public service at the global level. It was launched in 2003 in order to promote and support innovations in public service delivery worldwide. With the adoption of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs)<sup>1</sup>, the UNPSA continues to promote creativity and innovations in public services in support of the 2030 Agenda.

The UNPSA process is managed by the United Nations Department of Economic and Social Affairs (UNDESA), through its Division for Public Institutions and Digital Government (DPIDG), in collaboration with the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women).

#### THE PURPOSE

The purpose of the UNPSA is to promote and reward innovation and excellence in public services in support of the realization of the SDGs and the principle to leave no one behind, which is at the core of the 2030 Agenda. It takes into account the various levels of development of countries while reflecting the universal nature of the SDGs.

Through a global competition that promotes the **role, professionalism and visibility of public service**, the UNPSA aims to:

- Highlight** innovations in governance;
- Reward** excellence in the public sector;
- Motivate** public servants to further promote innovation;
- Enhance** professionalism in the public service;
- Raise** the image of public service; and
- Collect** and **disseminate** successful practices for possible replication.

#### THE MANDATE

<sup>1</sup> The 2030 Agenda for Sustainable Development was adopted by all countries members of the United Nations in September 2015. It has 17 Sustainable Development Goals at its core <https://sustainabledevelopment.un.org/post2015/transformingourworld> (See Annex III)

The UNPSA was created pursuant to the United Nations Economic and Social Council (ECOSOC) resolution of 2002, which endorsed a recommendation of the Group of Experts on the United Nations Programme on Public Administration and Finance (ECOSOC resolution, E/RES/2001/45). ECOSOC called for “the proclamation of a United Nations Public Service Day to celebrate the value and the virtue of service to the community at the local, national and global levels, with prizes to be awarded by the Secretary-General for contributions made to the cause of enhancing the role, prestige and visibility of public service”.

The importance of the Awards was subsequently reiterated in 2015 by the General Assembly in its resolution A/RES/69/327, which requested “the Secretary-General to continue to provide assistance, in particular to developing countries, at their request, in their efforts to strengthen public institutions and public services for sustainable development ... including through the United Nations Public Service Day, the United Nations Public Service Awards and the United Nations Public Administration Network...”. In 2016, ECOSOC further requested the Secretary-General to continue to promote and support innovation and excellence in public services for sustainable development through the United Nations Public Service Awards (ECOSOC resolution, E/Res/2016/26).

## THE AWARDS

The Awards are usually given out on 23 June, day designated by the General Assembly as the United Nations Public Service Day to “celebrate the value and virtue of public service to the community” (A/RES/57/277). The General Assembly, in its resolution 57/277, encourages Member States to organize special events on that Day to highlight the contribution of public service in the development process.

The UNPSA Ceremony is part of a United Nations Public Service Forum, which takes place in different regions of the world. For further information about the past events, please visit DPIDG website at <https://publicadministration.un.org>

The winners are decided according to the UN regional groups<sup>2</sup> as follows:

- Africa
- Asia and the Pacific
- Eastern Europe
- Latin America and the Caribbean
- Western Europe and other Groups

## CATEGORIES

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<sup>2</sup> The UNPSA Regional Groups are listed in Annex I

The 2019 UNPSA will be given to those public institutions that have distinguished themselves in one of the following categories:

- 1. Delivering inclusive and equitable services to leave no one behind**
- 2. Ensuring integrated approaches in the public-sector institutions**
- 3. Developing effective and accountable public institutions**
- 4. Promoting digital transformation in public sector institutions**
- 5. Promoting gender responsive public services to achieve the SDGs**

The criteria of the categories are listed in Annex II.

## ELIGIBILITY CRITERIA

- The Award is open to all public-sector institutions at the national, state and local levels from all UN member states. In the case of innovative partnerships (including civil society, private sector, academia etc.), the nominee must be a public-sector institution;
- Both self-nominations and nominations by third parties are accepted. Nominations should be made by an organization;
- The initiative must be innovative and relevant to one of the UN Public Service Awards categories<sup>3</sup>;
- The initiative must have been implemented for a minimum of two years, with demonstrated and documented impact;
- The application must be duly filled out;
- The submission must include all the required supporting documents;
- The initiative must not have already received a UNPS Award;
- To avoid conflict of interest, the initiative must not be implemented by the United Nations System.

## SELECTION CRITERIA

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<sup>3</sup> Once the nomination is submitted, the category cannot be changed even if it was found later that it was submitted to the wrong category. Nominators are therefore requested to pay special attention to the criteria of the various categories when choosing a category under which a nomination should be submitted.

- ❑ **Alignment with the 2030 Agenda.** The initiative should aim to improve people’s lives and respond to their needs and rights. It should enhance the contribution of public service to the realization of the SDGs.
- ❑ **Significance.** The initiative must impact positively a group of the population and address a significant issue of public concern within the context of a given country or region.
- ❑ **Innovation.** The initiative must present an innovative idea, a distinctively new approach, or a unique policy implemented in order to realize the SDGs or solve a problem of public concern, in the context of a given country or region.
- ❑ **Transferability.** The initiative appears to be adaptable to other contexts (e.g. cities, countries or regions). There should ideally be evidence that it has inspired similar innovations in other public-sector institutions within a given country, region or at the global level.
- ❑ **Sustainability.** The initiative should be able to be sustained and have positive impact on the future generations.
- ❑ **Impact.** The initiative has had a formal evaluation, showing some evidence of impact on improving people’s lives.
- ❑ **Stakeholders.** The initiative must demonstrate that it has engaged stakeholders.

## HOW TO APPLY

**Who can nominate?** Public sector institutions (e.g., ministries, Government departments, authorities and agencies; local governments, etc.), schools of public administration; UN agencies (only for initiatives which they have not supported); universities; non-governmental organizations and private sector.

**Who can be nominated?** All public institutions at the national, regional/provincial/state, local/municipal/city level from all UN member states are eligible for nomination. In the case of public-private partnerships, the lead nominee must be a public-sector institution.

**How can nominations be made?** A Nomination can only be submitted through the Online Nomination Form of the UNDESA/DPIDG website. Before accessing the online nomination form you are required to complete screening questions to ensure that eligibility criteria are met. In case you require technical assistance in the process of online submission, please contact the United Nations by email at: [UNPSA@un.org](mailto:UNPSA@un.org) or phone +1 (917) 367 3004. **The deadline for submitting nominations is 30 November 2018.**

The Online Nomination Form must be fully completed: all fields must contain the requested information. In the event that any field used to describe the initiative (“summary”, “timeframe”, “narrative”, etc.) is left blank, or if the answer does not directly correspond to the question asked, the initiative will not be evaluated. Each field should not exceed the character limit indicated for each respective question, as per the nomination form. Any character beyond the

limit will not be assessed by evaluators.

The nominations can be made only in one of the six UN official languages (Arabic, Chinese, English, French, Russian, and Spanish). However, it would be preferable, if possible, that nominations be submitted in one of the working languages of the United Nations Secretariat, which are English and French. Nominations in a language other than one of the six UN official languages will not be accepted.

#### **What supporting documents are needed?**

(1) A maximum of three supporting documents which include one evaluation report related to the initiative must be submitted. An internal or external evaluation/audit report of the initiative is required. The institution may submit other supporting documents of any kind (implementation plans, results of client/citizen surveys, books, links to videos, newspaper articles, etc.) to demonstrate and highlight the initiative's impact and outcome. Initiatives with no supporting documentation will not be reviewed.

(2) Two letters of reference: In addition to the above, two letters of reference, written by a third party (i.e., not by the institution being nominated nor by the nominator) are required. It should highlight the achievements resulting from the implementation of the initiative submitted, and underlines the reason why this initiative and/or institution is worthy of being awarded.

## EVALUATION PROCESS

The evaluation process consists of several rounds of evaluation. In the first round, the UNPSA Evaluation Team in UNDESA pre-screens online nominations vis-a-vis the selection criteria (see Annex II). Each initiative is evaluated taking into consideration the context of a given country or region. In the second round, a working group of the United Nations Committee of Experts on Public Administration (CEPA)<sup>4</sup> reviews the pre-screened nominations and recommends a short-list of the most innovative and impactful initiatives to the UN Secretary-General. Short-listed initiatives then undergo a process of validation to ensure congruence between the nomination documents and substantiated findings. Final selection of the winners from among the validated short-listed initiatives is made by the UN Secretary-General.

The evaluation process is strictly based on the activities and impact made by the specific initiative being awarded and not on other initiatives undertaken by the nominated institution. If the preliminary validation for a specific case reveals misconduct, the case is disqualified.

## WHO RECEIVES THE AWARD?

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<sup>4</sup> CEPA is a subsidiary advisory body of the United Nations Economic and Social Council comprising 24 experts acting in a personal capacity who meet annually at UN Headquarters in New York. The Committee is responsible for supporting the work of ECOSOC concerning the promotion and development of public administration and governance among Member States notably in relation to the 2030 Agenda for Sustainable Development and in support of the implementation and progress reviews of the Sustainable Development Goals.

Awards can only be conferred to public sector institutions that have ownership of the nominated initiatives. Implementing agencies working on a consultancy basis are not eligible for UNPSA.

The award goes to the initiative and the institution that is responsible for implementing it, not to the individual that initiated or implemented it, nor to the country as such. An individual cannot be awarded.

In the case of public-private partnerships, the recognition goes to the public-sector institution.

Multiple initiatives can be submitted from each country.

## DISQUALIFICATION OF NOMINATIONS

**Institutions will be disqualified from any further evaluation for the following reasons:**

1. Failure to observe the submission rules for the nomination
2. Any conflict of interest and non-adherence to the process by those concerned
3. Presenting misleading and false information and supporting documents
4. Inability to provide sufficient documentation to review the initiative
5. Unethical behaviour, including undue pressure on any person involved in the evaluation and selection process

## REVOCATION OF AWARD

An award can be revoked at any point, if it has been established that an institution has failed to observe the UNPSA rules.



## Annex I. UNPSA Regional Groups

### Africa

Algeria	Eswatini	Niger
Angola	Ethiopia	Nigeria
Benin	Gabon	Rwanda
Botswana	Gambia	São Tomé and Príncipe
Burkina Faso	Ghana	Senegal
Burundi	Guinea	Seychelles
Cabo Verde	Guinea-Bissau	Sierra Leone
Cameroon	Kenya	Somalia
Central African Republic	Lesotho	South Africa
Chad	Liberia	South Sudan
Comoros	Libya	Sudan
Congo	Madagascar	Togo
Côte d'Ivoire	Malawi	Tunisia
Democratic Republic of the Congo	Mali	Uganda
Djibouti	Mauritania	United Republic of Tanzania
Egypt	Mauritius	Zambia
Equatorial Guinea	Morocco	Zimbabwe
Eritrea	Mozambique	
	Namibia	

### Asia and the Pacific

Afghanistan	Kyrgyzstan	Samoa
Bahrain	Lao People's Republic	Saudi Arabia
Bangladesh	Lebanon	Singapore
Bhutan	Malaysia	Solomon Islands
Brunei Darussalam	Maldives	Sri Lanka
Cambodia	Marshall Islands	Syrian Arab Republic
China	Micronesia (Federated States of)	Tajikistan
Cyprus	Mongolia	Thailand
Democratic People's Republic of Korea	Myanmar	Timor-Leste
Fiji	Nauru	Tonga
India	Nepal	Turkey*
Indonesia	Oman	Turkmenistan
Iran (Islamic Republic of)	Pakistan	Tuvalu
Iraq	Palau	United Arab Emirates
Japan	Papua New Guinea	Uzbekistan
Jordan	Philippines	Vanuatu
Kazakhstan	Qatar	Vietnam
Kiribati	Republic of Korea	Yemen
Kuwait		

### Eastern Europe

Albania Armenia Azerbaijan Belarus Bosnia and Herzegovina Bulgaria Croatia Czech Republic	Estonia Georgia Hungary Latvia Lithuania Montenegro Poland Republic of Moldova	Romania Russian Federation Serbia Slovakia Slovenia The former Yugoslav Republic of Macedonia Ukraine
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### Latin America and the Caribbean

Antigua and Barbuda Argentina Bahamas Barbados Belize Bolivia (Plurinational State of) Brazil Chile Colombia Costa Rica Cuba	Dominica Dominican Republic Ecuador El Salvador Grenada Guatemala Guyana Haiti Honduras Jamaica Mexico	Nicaragua Panama Paraguay Peru Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Suriname Trinidad and Tobago Uruguay Venezuela (Bolivarian Republic of)
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### Western Europe and Other Groups

Andorra Australia Austria Belgium Canada Denmark Finland France Germany Greece	Iceland Ireland Israel Italy Liechtenstein Luxembourg Malta Monaco Netherlands New Zealand	Norway Portugal San Marino Spain Sweden Switzerland Turkey* United Kingdom United States of America
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\*Turkey, participates fully in both WEOG and Asian Group, but for electoral purposes is considered a member of WEOG only.



## Annex II. UNPSA Categories and their Evaluation Criteria

When reviewing each case, a set of questions is used to ascertain whether the initiative meets some or all of the category's criteria. For more information about each category's criteria, please see below.

### 1. Delivering inclusive and equitable services to leave no one behind

<b>Introduces an innovative idea, policy, practice or structure</b>
Introduces an idea, policy, practice, or structure that is distinctively new, innovative and unique in the context of a given country or region, for reaching the poor, vulnerable and disadvantaged to ensure that they make progress towards the SDGs
<b>Enhances efficiency and increase effectiveness</b>
Streamlines processes, reduces red tape, and improves coordination and other measures to increase effectiveness and efficiency. An increase in effectiveness and efficiency must be supported through an evaluation mechanism giving quantifiable indicators
<b>Provides access and equity to quality services</b>
Increases the accessibility of quality and affordable public services to all, especially to the poorest and most vulnerable people, by addressing the obstacles and challenges (such as geography, income or other social or economic factors, security issues, care burden, mobility, discrimination related to sex, gender, age, race, ethnicity and other factors depending on the country or regional context) that hinder their access to public services
<b>Develops and supports partnership in service delivery</b>
Develops partnerships between public service and various stakeholders in public sector institutions, civil society, academia in design and implementation of public services
<b>Ensures transparency in public service delivery</b>
Introduces mechanisms to ensure that information about public services, rights, entitlements, obligations, policies, and decisions about public services can be easily obtained, especially by the poor, vulnerable and disadvantaged
<b>Ensures accountability in the delivery of public services</b>
Introduces mechanisms through which people including the poor, vulnerable and disadvantaged can hold the government accountable in the delivery of public services. Introduces and operates innovative mechanisms to provide feedback on the relevance, quality and cost of public services; report any wrongdoing; initiate investigations; file complaints or request compensation where relevant
Introduces and operates innovative mechanisms that ensure public officials are informed about the special needs of the poorest and most vulnerable; trained and equipped to meet the needs; and then held accountable when those needs are not met or when the rights of the poorest and most vulnerable people are not protected

## 2. Ensuring integrated approaches in the public-sector institutions

Introduces and operates institutional frameworks that integrate and harmonize policies, strategies and programmes for implementation of the 2030 Agenda
Uses innovative mechanisms to develop and/or implement institutional frameworks that facilitate and support collaboration, synergies, integration and harmony of government policies in support of national and local strategies. Develops infrastructure, people and processes that lead to participation, collaboration and maximizing synergies between different government sectors and institutions. Aligns government's holistic vision of sustainable development with inter-agency strategies, objectives, roles and responsibilities in a coherent way. Introduces and operates mechanisms that support and facilitate horizontal and vertical integration, among different levels and different sectoral departments of government in planning, implementation, monitoring and evaluation of public services
Foster leadership, human resource capacities and a collaborative organizational culture
Demonstrates clear vision, political will and understanding of available tools to improve government functions and human resources capacities to work across organizational boundaries. Designs and effectively implements strategies to change mind sets of public servants, prioritize integration and discourage working in silos. Provides an institutional framework and mechanisms that ensure a balance between cross-sectoral collaboration and sectoral accountability. Promotes an organizational culture that encourages collaboration to achieve shared goals
Supports and facilitates social inclusiveness and collaboration among government agencies and citizens
Promotes social inclusiveness by reaching out to the vulnerable and marginalized populations including (i) the poor; (ii) women; (iii) the persons with disabilities; (iv) the illiterate; (v) youth; (vi) the older persons; (viii) migrants; and (viii) the indigenous peoples. Increases communication and interaction among government agencies and citizens with the objective of improving information flow, responsiveness, transparency and accountability. Includes channels for active participation of citizens for monitoring and evaluation
Enhances organizational performance, interoperability, and open standard
Enhances organizational performance by integrating vital government services across different agencies by using open standards, open data and encourages use of shared systems. Minimizes duplication of efforts and countereffects of conflicting programmes. Reduces costs through knowledge sharing, effective deployment of resources through integration of operations, utilization of innovative channels and tools. Allows different systems to exchange information, to combine it with other information resources and to subsequently process it in a meaningful manner both horizontally and vertically with due respect for data integrity and data privacy

## 3. Developing effective and accountable public institutions

Introduces an innovative idea, policy, practice or structure
Introduces an idea, policy, practice, or structure that is distinctively new, innovative and unique in

the context of a given country or region that ensures and enhances responsiveness and accountability of public institutions to the people
<b>Promotes participation and inclusiveness</b>
Uses new mechanisms, tools, and approaches to engage people and civil society organizations in decision making on policies and programmes. Facilitates people to channel their demands and views and express their needs to the relevant institutions and public servants. Uses a variety of approaches, methods and instruments that are synchronised with the needs and abilities of various groups of people to ensure responsiveness and accountability
<b>Increases transparency and people’s access to information</b>
Implements new mechanisms or approaches to ensure access to public sector information; Provides information in an easy and accessible manner. Puts in place mechanisms and approaches for regular monitoring and evaluation of results involving the people as beneficiaries
<b>Improves accountability</b>
Promotes accountability for results. Empowers people with tools and access to demand accountability, share their needs; observe, monitor and analyze government decision-making, policies and service delivery; provide feedback on government services; report any wrongdoing; initiate investigations; file complaints or claims to be compensated where necessary, including through organizations representing them
<b>Foster leadership, human resource capacities and a collaborative organizational culture</b>
Demonstrate clear vision, political will and understanding of the Information and Communication Technologies tools to improve government functions and human resources capacities to work across organizational boundaries through continuous learning, training and other capacity-building activities. Promotes an organizational culture that encourages collaboration to achieve shared goals and outcomes to increase public value. Understands capacity development strategies that change mindsets of public servants to value equity, inclusiveness, and collaboration

#### **4. Promoting digital transformation in public sector institutions**

<b>Introduces an innovative idea, policy, practice, structure or tool</b>
Introduces an idea, policy, practice, or structure or tool that is distinctively new, innovative and unique in the context of a given country or region that promotes digital transformation.
<b>Uses frontier technologies to transform public administration</b>
Involves transformation within a large framework rather than incremental improvements. Applies the culture, practices, business models and technologies of the internet era to people’s raised expectations. Applies innovative methods, tools and techniques, in the context of a given country or region, to transform public sector organizations through the application of effective knowledge management systems and/or strategic application of ICT in service provision and in digital government with a special focus on new technologies such as robotics, artificial intelligence, deep-machine learning, blockchain, big data, cloud computing, and Internet of Things.

<b>Promotes cross-sectoral digital cooperation and understanding</b>
Promotes cooperation that come with the scale and rapidity of changes brought about by digital technologies, ideally cutting uniquely across international boundaries. Promotes digital cooperation across organizations, institutions, sectors and/or across borders that is critical to realizing the full social and economic potential of digital economy as well as mitigating the risks the digital technology could pose.
<b>Ensures equal access to public services and citizen engagement</b>
Enables all people, especially the poorest and most vulnerable, to have equal access to digital technologies and online services, to support them in improving their life for themselves and their families and raise their voices in conversations with public institutions and about what the future holds.
<b>Improves public sector workforce skills and productivity</b>
Enhances public sector workforce skills to respond and use tools of digital transformation at the task level, process level, function level and organization level by providing technical and organizational resources that encourage continuous learning through, for example, the establishment of communities of practices (connecting people with know-how across government and leveraging the expertise of people within and outside the organization), as well as training and capacity development activities in the area of digital transformation. Promotes productivity by using digital tools and understanding and trust in these tools.
<b>Improves effectiveness, efficiency, openness, and accountability</b>
Delivers products and services that are simpler, cheaper, responsive, open, and at the same time increases the operational efficiency. Uses digital technologies to increase network connectivity, service delivery and communication flow between employees, citizens, business community, with the objective of improving effectiveness, transparency, accountability, and trustworthiness in digital government.

## 5. Promoting gender responsive public services to achieve the SDGs

<b>Introduces an innovative idea, policy, practice or structure</b>
Introduces a distinctively new approach to promoting the participation of citizens, with specific focus on women and girls, in policymaking; this may be through the application of a new knowledge management technique, unique policy, or implementation design in the context of a given country or region
<b>Provides access to high-quality, affordable services for women</b>
Provides increased access to sustainable, high quality and affordable public services for women and girls; includes innovations in service delivery mechanisms that cater to the specific needs of women and girls, including the poorest and most vulnerable, in particular responding to the specific discrimination they face, their care burden, mobility and access issues and security risks
<b>Promotes transparency and accountability in service delivery to women</b>
Provides mechanisms that help women to easily obtain information and feedback about

<p>government actions, and their own rights and entitlements, to initiate investigations, to convey needs or concerns, or to seek and be compensated where necessary. Ensures officials are sanctioned when women's and girls' rights and needs are ignored or when their rights for service delivery are not protected</p>
<p><b>Promotes participation of women in decision-making and delivery of public services to women</b></p>
<p>Creates mechanisms to increase the ability of women to contribute to government decision-making and processes, including participatory budgeting and planning processes, and mechanisms allowing people to give feedback on issues related to public services</p>
<p><b>Promotes responsiveness to the needs of women and girls</b></p>
<p>Enhances responsiveness of government to the demands and needs of women and girls, in particular the poorest and most vulnerable; Implements new processes and institutional mechanisms to channel the demands and views of men and women and enable governments – policy makers and public officials – to better interact with the public, for instance, to better express their needs, participate in and influence policy-making; comment on policy implementation; provide feedback on government services (on and off-line services); and file complaints</p>
<p><b>Promotes gender parity in public service</b></p>
<p>Introduces incentives and changes in employment policies, including recruitment, promotion, training, compensation and career management policies, to increase the number of women in the public sector at all levels, including those in the front lines and at decision making levels</p>
<p><b>Transforms administration</b></p>
<p>Involves transformation of the way a public institution works, rather than incremental improvements, to promote women's and girls' rights and respond to their needs. These may include innovative ways to deliver public services, including through e-government; a change in organizational culture, administrative reforms, or the overhaul of governmental procedures for gender responsive and accountable service delivery</p>



## Annex III. Sustainable Development Goals



# The Applicant's Manual

## How to Apply to United Nations Public Service Awards

A) To begin the application process, go to the link listed below.

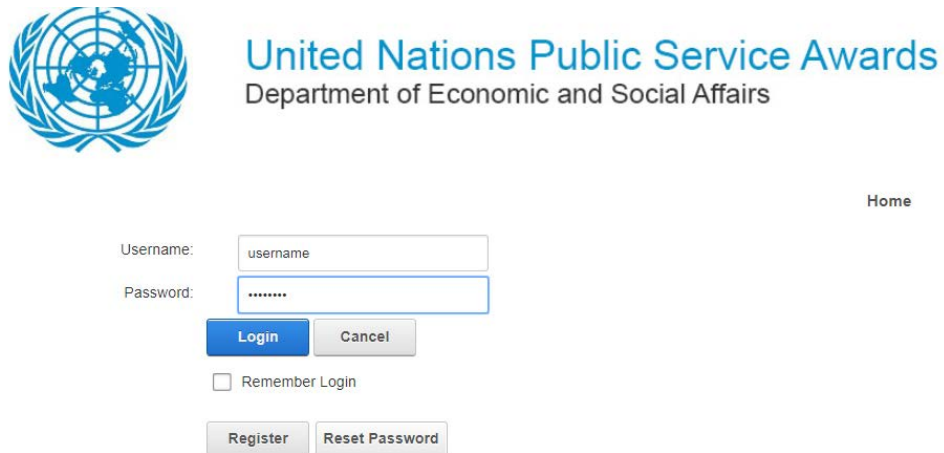
<https://publicadministration.un.org/unpsa/en/>

The link will take you to the screen shown below.



B) If you already have an account:

- a. Click "Login".
- b. Enter your Username.
- c. Enter your Password.
- d. Click "Login".
- e. If you gave logged into the system before but have forgotten your password, click "Reset password"



- f. Enter your username or email address that you used before and click "Send Reset Link".



## United Nations Public Service Awards

Department of Economic and Social Affairs

[Home](#) [Overview and Submission Rules](#) [Contact Us](#)

If you forgot your password an email with a password reset link will be sent to your registered address. Click on the link in that email and you will be taken to a page where you can then create a new password.

You can request the email by providing your email address or your username.

User Name:

Email Address:

[Send Reset Link](#)

[Cancel](#)

- g. You will receive an email on the email account you used to set up your login details. Click on the reset button to change your password and then use the new password to log in.

- C) If you do not have an account, click “Register”. To Register, enter the requested information as in the below screenshot.



## United Nations Public Service Awards

Department of Economic and Social Affairs

[Home](#) [Overview and Submission Rules](#) [Contact Us](#)

**\*Note:** Membership to this website is Verified. Once your account information has been submitted, you will receive an email containing a link that you can use to verify your account. All fields marked with a red asterisk are required. - **(Note:** - Registration may take several seconds. Once you click the Register button please wait until the system responds.)

User Name: \*

Password: \*

Confirm Password: \*

First Name: \*

Last Name: \*

Email Address: \*

[Register](#)

[Cancel](#)

- a. Enter a username, for example this can be your name or the name of your organization.
- b. Enter a password.
- c. Re-enter the password to confirm it.
- d. Enter your first name.
- e. Enter your last name.
- f. Enter your email address.
- g. Click “Register”.

The screen shown below will appear.



You are using an unverified account. Please verify your account by clicking on the link contained in the verification email we've already sent to you.

D) Go to your email. You will have received an email like the one shown below. Click the link in the text of the email.

Dear cindi test2,

We are pleased to advise that you have been added as a Registered User to The United Nations Public Service Awards (UNPSA) Portal. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: [publicadministration.un.org/unpsa/en](http://publicadministration.un.org/unpsa/en)  
Username: cinditest2

You can use the following link to complete your verified registration:

<http://publicadministration.un.org/unpsa/en/default.aspx?ctl=Login&username=cinditest2&verificationcode=8Qw7fvrBydl>

Thank you, we appreciate your support...

The United Nations Public Service Awards (UNPSA) Portal

E) The link will take you to the screen shown below.

Your account has been successfully verified

Username:

Password:

Remember Login

- Enter the username you created in Step C.
- Enter the password you created in Step C.
- To remain logged in, check the box that says, "Remember Login".
- Click "Login".

F) After logging in, the screen shown below will appear. Click "Start PreScreening Form".




[Start PreScreening Form](#) There are no forms submitted yet. Please submit PreScreening Form first.

G) The screen shown below will appear, click “Next”.

Welcome

**Welcome to the 2019 United Nations Public Service Awards Pre-Screening Form!**



Please note that you are required to reply to the following screening questions before accessing the online nomination form.  
For accuracy, please refer to the Submission rules: [here](#)

Back Next

H) Nominee Information

Enter responses for Institutional Information. *Be sure to fill out everything with red star, otherwise will not let you proceed.*

- a. Select the Member State from the drop-down menu.
- b. Enter the name of your Institution.
- c. Select the Institution Type from the drop-down menu.  
If Institution Type is Ministry, select Ministry Type.
- d. Select the Administrative Level from the drop-down menu.
- e. Enter the Name of the Initiative.
- f. Select the number of Project Operational Years from the drop-down menu.
- g. Enter the Website of the Institution. We highly encourage you to include the website for the nominee, or if you have one, the website pertaining to your initiative.

## Institutional Information

Member State *	<input type="text" value="Afghanistan"/>
Institution Name *	<input type="text"/>
Institution Type *	<input type="text" value="Ministry"/>
Ministry Type *	<input type="text" value="Please select"/>
Administrative Level *	<input type="text" value="National"/>
Name of initiative *	<input type="text"/>
Projects Operational Years *	<input type="text" value="1"/>
Website of Institution	<input type="text"/>

We highly encourage you to include the website for the nominee, or if you have one, the website pertaining to your initiative.

Enter responses for “Contact's Information”. *Be sure to fill out everything with red star, otherwise the system will not let you proceed.*

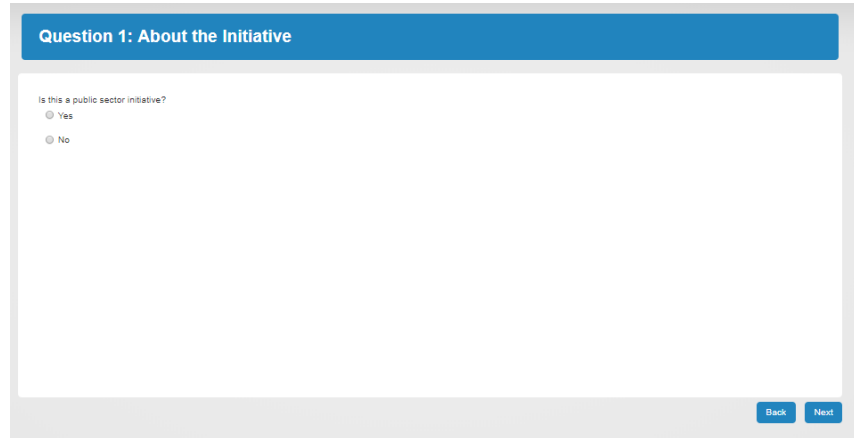
- Enter your position.
- Enter your first name.
- Enter your last name.
- Enter your gender.
- Enter your address (street number and street name).
- Enter your postal code.
- Enter your city.
- Enter your state or province.
- Enter your telephone number or numbers. Please include country and city code, e.g. +1987654321.
- Enter your primary email.
- Add any additional emails (if you have).
- Click “Next”.

## Contact's Information

Position *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Address	<input type="text"/>
Postal Code	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Telephone(s) *	<input type="text"/>
	<small>Please include country and city code, e.g. +1987654321</small>
Fax(es)	<input type="text"/>
	<small>Please include country and city code, e.g. +1987654321</small>
Primary Email *	<input type="text"/>
Additional email(s)	<input type="text"/>

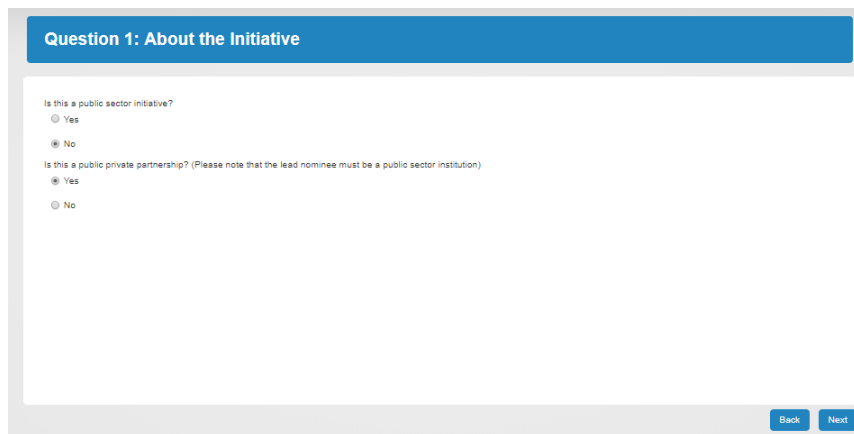
[Back](#) [Next](#)

- I) Question 1: About the Initiative  
Answer by selecting Yes or No.  
If you select Yes, then click “Next”.



The screenshot shows a survey interface with a blue header bar containing the text "Question 1: About the Initiative". Below the header, the question text reads "Is this a public sector initiative?". There are two radio button options: "Yes" and "No". At the bottom right of the question area, there are two buttons labeled "Back" and "Next".

If you select No, an additional question, as seen below, will appear.  
Select Yes or No.



The screenshot shows a survey interface with a blue header bar containing the text "Question 1: About the Initiative". Below the header, the question text reads "Is this a public sector initiative?". There are two radio button options: "Yes" and "No". Below this, a second question text reads "Is this a public private partnership? (Please note that the lead nominee must be a public sector institution)". There are two radio button options: "Yes" and "No". At the bottom right of the question area, there are two buttons labeled "Back" and "Next".

After answering, click “Next”.

- J) Question 2: Categories
- Answer by selecting the most appropriate option.
  - Answer any additional questions that appear by selecting the most appropriate options.
  - Click “Next”.

**Question 2: Categories**

Is the initiative relevant to one of the three 2018 UNPSA categories?

- Not applicable
- Delivering inclusive and equitable services to leave no one behind
- Ensuring integrated approaches in the public-sector institutions
- Developing effective and accountable public institutions
- Promoting digital transformation in public sector institutions
- Promoting gender responsive public services to achieve the SDGs

[Back](#) [Next](#)

**K) Question 3: Implementation Date**

- a. The first question can be answered by selecting Yes or No.
- b. The second question can be answered by entering a date.
- c. Click “Next”.

**Question 3: Implementation Date**

Has the initiative been implemented for two or more years?

- Yes
- No

Please provide date of implementation (dd/MM/yyyy)

[Back](#) [Next](#)

**L) Question 4: Partners/Stakeholders**

- Answer by selecting Yes or No.  
If No, click “Next”.



**Question 4: Partners/Stakeholders**

Has the United Nations or any UN agencies been involved in this initiative?

Yes

No

Back Next

If Yes, the screen below will appear, answer additional questions.

- Select the UN agency.
- Add details into the text box.
- Click "Next".

**Question 4: Partners/Stakeholders**

Has the United Nations or any UN agencies been involved in this initiative?

Yes

No

Which UN agency was involved? (hold Ctrl to select multiple)

- The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization
- Food and Agriculture Organization
- The International Atomic Energy Agency
- International Civil Aviation Organization
- International Fund for Agricultural Development
- International Labor Organization
- International Maritime Organization
- International Monetary Fund
- The International Organization for Migration
- International Telecommunication Union
- The Commission for the Prohibition of Chemical Weapons

Please provide details

Back Next

**M) Question 5: Required Supplemental Documents**

- Answer by selecting Yes or No.
- Click "Next".

**Question 5: Required Supplemental Documents**

All initiatives submitted for nomination must have supporting documentation i.e. implementation plan, reference letters, evaluation and auditing reports, survey statistics, media articles etc.  
Please note that only supporting documents uploaded onto the UNPSA database will be accepted.

Will you be able to provide supporting documentation for your initiative?

Yes

No

[Back](#) [Next](#)

Note: You will be asked in a later part of the application to upload a maximum of 3 documents related to your initiative including an audit/evaluation report.

N) Question 6: UNPSA Awards

- a. Answer by selecting Yes or No.  
If Yes, enter date the initiative was awarded a UNPS Award.
- b. Click "Next"

**Question 6: UNPSA Awards**

Has the initiative already won a UNPS Award?

Yes

No

[Back](#) [Next](#)

O) Question 7: Other Awards

- a. Answer by selecting Yes, No or Other.  
If Yes, enter the name of the award, the organisation and the year in the text box.  
If Other, enter information in the text box.
- b. Click "Next".

**Question 7: Other Awards**

Has the initiative won other Public Service Awards?

Yes  
 No  
 Other

Back Next

P) Question 8: Sustainable Development Goals  
 Answer by selecting Yes or No.  
 If No, Click "Next"

**Question 8: Sustainable Development Goals**

Is the initiative relevant to any of the 17 SDG(s)?

Yes  
 No

Back Next

If yes, answer follow up questions by selecting the most appropriate answer or answers (hold Ctrl to select multiple).

**Question 8: Sustainable Development Goals**

Is the initiative relevant to any of the 17 SDG(s)?

Yes  
 No

If you answered yes above, please specify which SDG is the most relevant to the initiative. (hold Ctrl to select multiple) \*

1 No Poverty  
 2 Zero Hunger  
 3 Good Health  
 4 Quality Education  
 5 Gender Equality  
 6 Clean Water and Sanitation

Which target(s) within the SDGs specified above is the initiative relevant to? (hold Ctrl to select multiple)

Please select

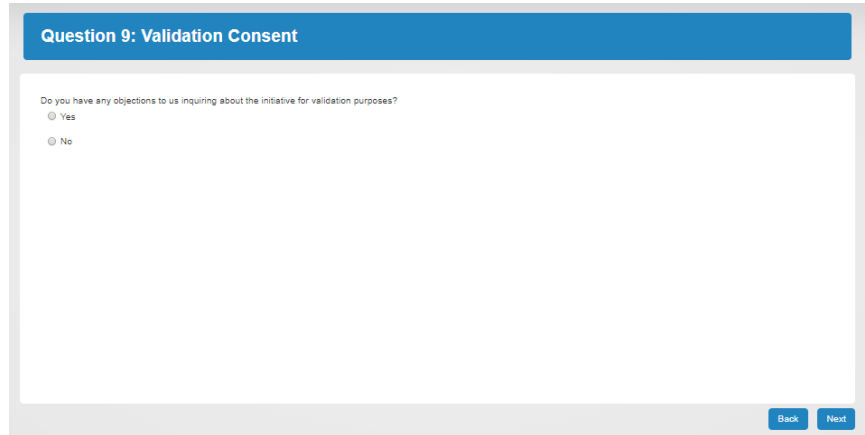
1.1 By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than \$1.25 a day  
 1.2 By 2030, reduce at least by half the proportion of men, women and children of all ages living in poverty in all its dimensions according to national definitions  
 1.3 Implement nationally appropriate social protection systems and measures for all, including floors, and by 2030 achieve substantial coverage of the poor and the vulnerable  
 1.4 By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and  
 1.5 By 2030, build the resilience of the poor and those in vulnerable situations and reduce their exposure and vulnerability to climate-related extreme events and other economic, social and environmental

Full list of SDGs and targets <http://www.un.org/sustainabledevelopment/sustainable-development-goals/>

Back Next

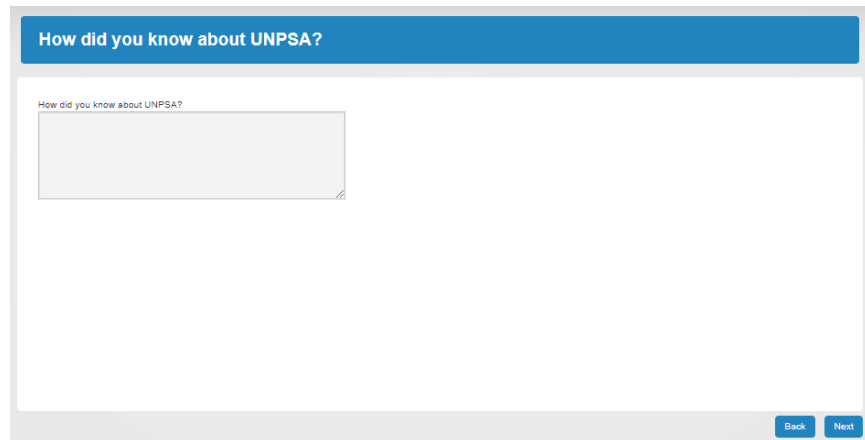
**Q) Question 9: Validation Consent**

- a. Answer by selecting Yes or No.
- b. If Yes, Click "Next".
- c. If No, the application will not let you proceed.



The screenshot shows a survey question titled "Question 9: Validation Consent". The question text is "Do you have any objections to us inquiring about the initiative for validation purposes?". There are two radio button options: "Yes" and "No". At the bottom right of the question area, there are two buttons: "Back" and "Next".

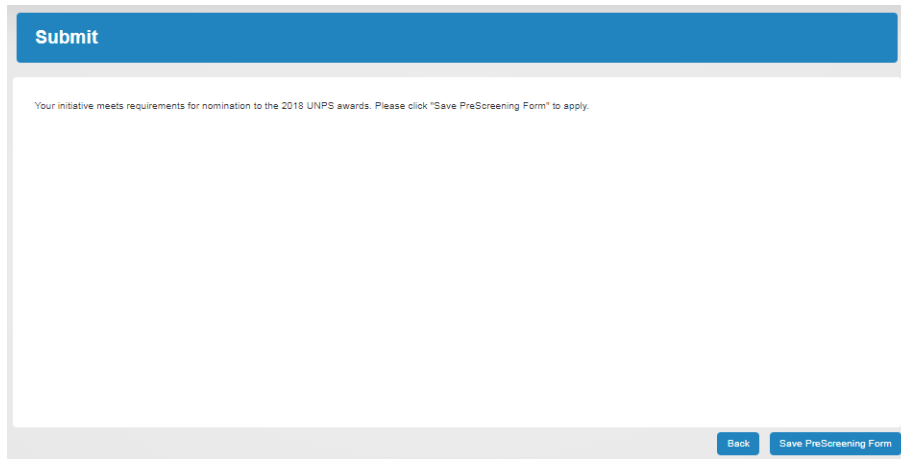
**R) Answer the question about how you found out about UNPSA by entering the explanation into the text box. Click "Next".**



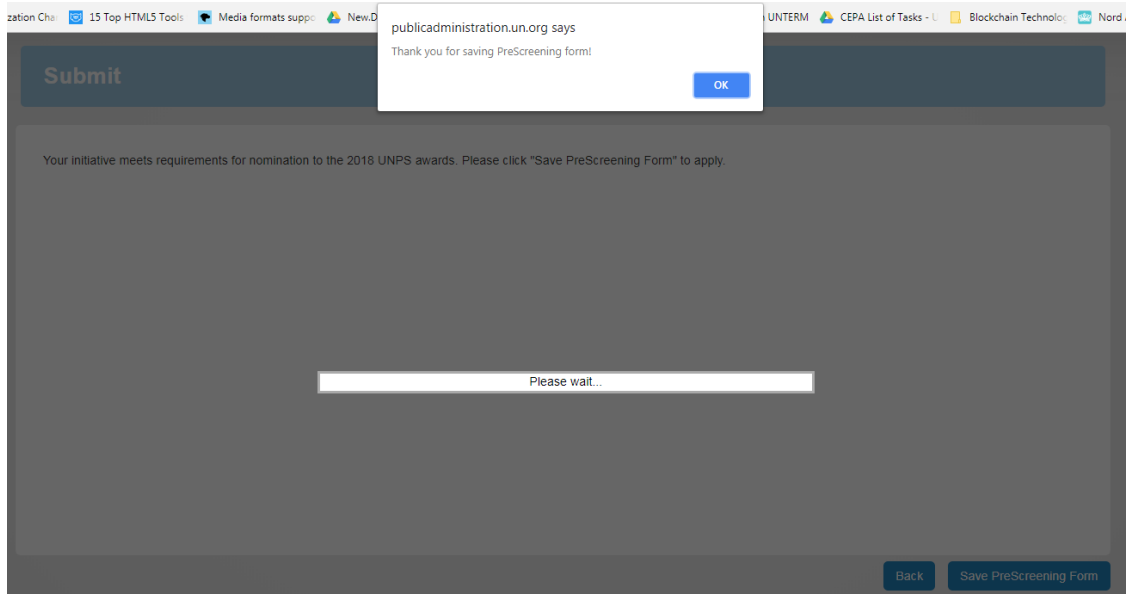
The screenshot shows a survey question titled "How did you know about UNPSA?". The question text is "How did you know about UNPSA?". There is a large text input box for the answer. At the bottom right of the question area, there are two buttons: "Back" and "Next".

**S) Save**

Please click "Save PreScreening Form" to save your work.



T) Once you click "Save PreScreening Form", you have completed the prescreening form. Click on "OK".



U) Once you click on "OK", the screen shown below will appear. Click on "Nomination Form" to fill in the details of the initiative you want to nominate for the 2019 UNPSA awards.



**United Nations Public Service Awards**  
Department of Economic and Social Affairs

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[Start PreScreening Form](#)

Date	Institution Name	Institution Type	Name Of Initiative	Contact	Email	Status	Please click below to apply to the UNPSA
2018-08-29	blahblahblah	Ministry	blahblahblah	blahblahblah blahblahblah	blahblahblah@blahblahblah.com	PreScreening	<a href="#">Nomination Form</a>

- V) The Nominee information you input in the prescreening form will appear as shown below. Select “yes” if Nominee and Nominator details are the same, on the last field at the bottom labeled “Nominator is the same as nominee”. Then click “Next”.

If you selected “yes”, skip step (W) below and proceed to (X).

### Nominee Information

#### Institutional Information

Member State \*

Institution Name \*

Institution Type \*

Ministry Type \*

Administrative Level \*

Name of Initiative \*

Projects Operational Years \*

Website of Institution

#### Contact's Information

Position \*

First Name \*

Last Name \*

#### Contact's Information

Position \*

First Name \*

Last Name \*

Gender \*  Male  Female

Address

Postal Code

City

State/Province

Telephone \*

Fax

Email \*

Additional Email(s) \*

Nominator is the same as nominee

Prev Next Save Draft

W) If Nominee and Nominator details are not the same select “No” and click “Next”. You will see the screen as below. Fill in the Nominator information as needed and then click “Next” to proceed.

### Nominator Information

#### Institutional Information

Member State \*

Institution Name \*

Institution Type \*

Ministry Type \*

Administrative Level \*

Name of Initiative \*

#### Contact's Information

Position \*

First Name \*

Last Name \*

Gender \*  Male  Female

Address

Address

Postal Code

City

State/Province

Telephone \*

Fax

Email \*

X) Fill in the initiative details as needed for each question and click next. Do this for the next 10 questions. You can click “Save Draft” at any time during the process to save your responses and continue at a different time by logging in and continuing where you left off.

1. Objective of the initiatives

Please describe the objective of the initiative introduced (200 words maximum)

Prev Next Save Draft

This screenshot shows a form titled "1. Objective of the initiatives". It features a blue header bar with the title. Below the header is a large, empty text input area. Above the input area, there is a small instruction: "Please describe the objective of the initiative introduced (200 words maximum)". At the bottom right of the form, there are three buttons: "Prev", "Next", and "Save Draft".

- Y) Once you reach question 10, you can “Save Draft” if you want to review and change your responses at a later stage. Once you are ready to submit, you can click “Submit” to complete your nomination form. Please note that once you click submit, you will no longer be able to make changes to the nomination form.

10. Lessons Learned

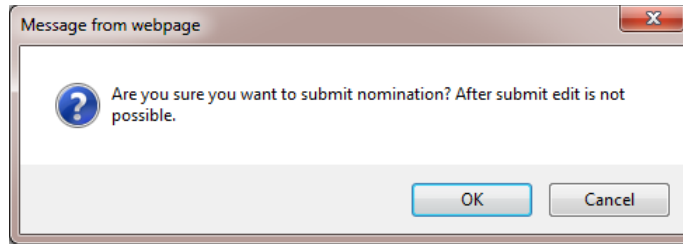
Please describe the key lessons learned, and any view you have on how to further improve the initiative (100 words maximum)

Prev Submit Save Draft

This screenshot shows a form titled "10. Lessons Learned". It features a blue header bar with the title. Below the header is a large, empty text input area. Above the input area, there is a small instruction: "Please describe the key lessons learned, and any view you have on how to further improve the initiative (100 words maximum)". At the bottom right of the form, there are three buttons: "Prev", "Submit", and "Save Draft".

- Z) Click “OK” if you are sure you are ready to submit final nomination. Please note that once you click submit, you will no longer be able to make changes to the nomination form.





AA) Once you click on “OK” the screen below will appear. Click on “submit documentation” to submit supporting documents for the initiative you have nominated.



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 Department of Economic and Social Affairs

[Home](#) [Overview and Submission Rules](#) [Contact Us](#)

[Start PreScreening Form](#)

Date	Institution Name	Institution Type	Name Of Initiative	Contact	Email	Status	Please click below to apply to the UNPSA
2018-08-29	blahblahblah	Ministry	blahblahblah	blahblahblah blahblahblah	blahblahblah@blahblahblah.com	Submitted	<a href="#">Submit Documentation</a>

BB) You must submit 2 reference letters and 3 supporting documents (including an evaluation report). Click on “Choose File” and upload the relevant files. Also include relevant URLs in the corresponding

fields if any. Once you have uploaded all necessary files, click “Submit documents”.

**What supporting documents are needed?**

(1) A maximum of three supporting documents which include one evaluation report related to the initiative must be submitted. An internal or external evaluation/audit report of the initiative is required. The institution may submit other supporting documents of any kind (implementation plans, results of client/citizen surveys, books, links to videos, newspaper articles, etc.) to demonstrate and highlight the initiative's impact and outcome. Initiatives with no supporting documentation will not be reviewed.

(2) Two letters of reference: In addition to the above, two letters of reference, written by a third party (i.e., not by the institution being nominated nor by the nominator) are required. It should highlight the achievements resulting from the implementation of the initiative submitted, and underlines the reason why this initiative and/or institution is worthy of being awarded.

Max file size is 28 Mb  
 Allowed file types: jpg, jpeg, jpe, gif, png, svg, doc, docx, xls, xlsx, ppt, pptx, pdf, txt, zip, rar  
 It is recommended that you upload video files to Youtube or Vimeo and then add the links to the url fields below.

Reference Letter 1:

Reference Letter 2:

Supporting Document 1:

Supporting Document 2:

Evaluation/Audit Report:

URL 1:

URL 2:

URL 3:

CC) After submitting documents, the screen below will appear.

[Home](#)   [Overview and Submission Rules](#)   [Contact Us](#)

[Start PreScreening Form](#)

Date	Institution Name	Institution Type	Name Of Initiative	Contact	Email	Status	Please click below to apply to the UNPSA
2018-08-31	NewForm	Ministry	NewForm	NewForm NewForm	cfxdwsc@yahoo.com	Documentation Submitted	<input type="button" value="View case"/>

DD) You have now completed the 2019 UNPSA nomination process. You can still view the responses you filled in but will no longer be able to edit. To view your responses, click “View case”. The screen below will appear. You can click on the corresponding tabs (Prescreening, Nominator, Nomination Form, Documentation) to view the details.

- PreScreening
- Nominator
- Nomination form
- Documentation
- Print
- Back to List of Cases

### Common

Language: en-US  
Date of submitting: 31 Aug 2018

### Institutional Information

Member State: Afghanistan  
Institution Name: NewForm  
Institution Type: Ministry  
Ministry: Please select  
Administrative Level: National  
Name of initiative: NewForm  
Projects Operational Years: 1  
Website of Institution:

### Contact's Information

Position: NewForm  
First Name: NewForm  
Last Name: NewForm  
Gender: Male  
Address:  
Postal Code:  
City:  
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নম্বর ০৫.০০.০০০০.০০০.৯৯.০১২.১৬.৩৬৯

তারিখ ৩০ আশ্বিন ১৪২৫

১৫ অক্টোবর ২০১৮

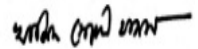
বিজ্ঞপ্তি/নোটিশ

বিষয়: **United Nations Public Service Awards (UNPSA)- এর জন্য আবেদন দাখিলের বিজ্ঞপ্তি**

United Nations Department of Economic and Social Affairs (UNDESA), United Nations Entity for Gender Equality and the Empowerment of Women (UN-WOMEN)-এর সহযোগিতায়, ২০১৯ সালের United Nations Public Service Awards (UNPSA) প্রদানের লক্ষ্যে মনোনয়ন আহ্বান করেছে। এ সংক্রান্ত তথ্য <https://publicadministration.un.org/en/unpsa> ওয়েবসাইটে পাওয়া যাবে। এই পুরস্কার শুধুমাত্র সরকারি সংস্থাকে প্রদান করা হবে, কোনো ব্যক্তিকে নয়। এই পুরস্কার প্রদানের ক্ষেত্রে কোনো উদ্যোগের সাথে SDGs-এর সামঞ্জস্যতা, গুরুত্ব, উদ্ভাবনী হওয়া, অন্য কোথাও বাস্তবায়নের উপযোগিতা এবং টেকসই হওয়া ইত্যাদি বিষয় বিবেচনা করা হবে। উল্লেখ্য, যে সকল উদ্যোগ ন্যূনতম ০২(দুই) বছর ধরে বাস্তবায়িত হচ্ছে সেই সকল উদ্যোগের ক্ষেত্রেই এই পুরস্কারের জন্য আবেদন করা যাবে। ২০১৯ সালে নিম্নবর্ণিত ৫টি ক্যাটাগরিতে পুরস্কারের জন্য মনোনয়ন আহ্বান করা হয়েছে:

- Delivering inclusive and equitable services to leave no one behind
- Ensuring integrated approaches in the public sector organizations
- Developing effective and accountable public institutions
- Promoting digital transformation in the public sector organizations
- Promoting gender responsive public services to achieve the SDGs

০২। বিভিন্ন মন্ত্রণালয়/বিভাগ ও সরকারি সংস্থাসমূহকে উপরিউক্ত ওয়েবসাইটে প্রদত্ত 'The Applicant's Manual' এবং 'Submission Rules for Nomination' অনুসরণপূর্বক ইংরেজীতে আবেদন প্রস্তুত করে জনপ্রশাসন মন্ত্রণালয়ের সিপি-৪ অধিশাখায় (ভেবন নম্বর-৭, রুম নম্বর-৪, নিচ তলা) হার্ডকপি ও সফটকপি আগামী ১০ নভেম্বর ২০১৮ তারিখের মধ্যে প্রেরণ করতে হবে। প্রতিটি আবেদনের সাথে উদ্যোগটির মূল্যায়ন প্রতিবেদন আবশ্যিকভাবে এবং বাস্তবায়ন পরিকল্পনা, সেবাগ্রহীতা/নাগরিকদের ওপর পরিচালিত জরিপের ফলাফল, উদ্যোগ সংক্রান্ত বই, ভিডিও লিংক, পত্রিকার প্রতিবেদন ইত্যাদি হতে দুটি, অর্থাৎ সর্বোচ্চ তিন ধরনের দলিলাদি দাখিল করতে হবে। প্রাপ্ত আবেদনসমূহ জনপ্রশাসন মন্ত্রণালয় যাচাই-বাছাই করে মনোনয়ন প্রদানসহ ৩০ নভেম্বর ২০১৮ তারিখের মধ্যে অনলাইনে দাখিলের ব্যবস্থা করবে।



১৬-১০-২০১৮

খালিদ মেহেদী হাসান

উপসচিব

সদয় অবগতি ও কার্যার্থে প্রেরণ করা হল:

১) সিনিয়র সচিব/সচিব/ভারপ্রাপ্ত সচিব (সকল)

- ২) রেক্টর /মহাপরিচালক/চেয়ারম্যান/নির্বাহী পরিচালক/ব্যবস্থাপনা পরিচালক/প্রধান প্রকৌশলী/পরিচালক(সকল)/অধিদপ্তর/দপ্তর/সংস্থা
- ৩) সকল অনুবিভাগ, জনপ্রশাসন মন্ত্রণালয়
- ৪) বিভাগীয় কমিশনার (সকল)
- ৫) জেলা প্রশাসক (সকল)
- ৬) উপজেলা নির্বাহী অফিসার (সকল)