



Competition for “A More Transparent and Citizen Friendly Province”

Time Frame for the preparation of the dossiers for the Competition:

5th March 2013 to 27th June 2013.

All dossiers have to be sent to:

Ms. Oum Syvan

Konrad-Adenauer-Stiftung office at
House No. 4, street 462, Chamkarmon
Phnom Penh,
Cambodia

Contact Person for further inquiries on the competition:

Ms. Oum Syvan
Konrad-Adenauer-Stiftung
Tel: 023-726 221 (working hour: 08.00-12.00 and 13.30-17.30)
E-mail: Syvan.Oum@kas.de
Sosatra.Tat@kas.de

Deadline for submitting the dossiers:

27th June 2013 at 05:00 pm. Any dossier arriving later than 27th June 2013 after 05 pm at Konrad-Adenauer-Stiftung Office in Phnom Penh, is not eligible for evaluation.

Evaluation of Dossiers:

July 2013 to end of August 2013

Awarding Ceremony:

September 2013

Study Trip to Germany for the winners of the competition:

October 2013 (Date to be confirmed by the organizers)

Requirements for the Competition

In order to enable the jury to rate the work of the information officers properly and fairly the participants of the competition have to send the following documents:

Part 1: Work plans of the provincial administration

Annual Work plan of provincial council
 Annual Work plan of provincial board of governors
 Communication plan for public relation and information activities of the provincial administration

Part 2: Documentary of the public relation activities

Means of Communication	Requirements
Information board of the Provincial Administration	<ul style="list-style-type: none"> - List of updates (see form 1) - Photos of information board - A photo of each activity is required and one of the whole information board - Photos need to have the date and the location on it - A copy of all info and articles posted on the board - number of boards with updates
Communication with media	<ul style="list-style-type: none"> - List of activities of the information officers (see form 2) - Copies of media releases or media advisories published during the competition by the information officers (March till end of June) - Articles or programs in newspapers, radio and TV that refer to the media releases or other public relation activities of the provincial administration - quotes from the radio or TV
Own public relation material, such as leaflets, posters, announcements	<ul style="list-style-type: none"> - One copy of each poster, leaflet etc. CD with programs/own production (TV/radio etc.), website, facebook
Distribution lists	<ul style="list-style-type: none"> - Distribution list for Media - Distribution list for other councils in the province and other governmental bodies - Distribution list for other stakeholders (CSOs, private sector)

Criteria for the Competition for More Transparency and Citizen Friendliness

Work plans	Criteria	Max Score
Work Plans of the provincial administration	<ul style="list-style-type: none"> - Annual work plan of provincial council - Annual work plan of provincial board of governors - Communication plan for public relation and information activities of the provincial administration <p>Subtotal</p>	<p>10</p> <p>10</p>
Means of Communication	Criteria	Max Score
Information board of the Provincial Administration	<p>Design</p> <ul style="list-style-type: none"> - The use of different elements such as graphics and pictures Clear arrangement <p>Content</p> <ul style="list-style-type: none"> - Relevance of posted information on the basis of the work plan of the provincial administration Understandability of the informatio <p>Up-to dateness</p> <ul style="list-style-type: none"> - Number of updates during the competition on the basis of the work plan of the provincial administration number of information boards <p>Subtotal</p>	<p>5</p> <p>10</p> <p>5</p> <p>20</p>
Communication with media	<ul style="list-style-type: none"> - Relevance of the information for media and citizens (based on the work plan of the provincial administration) - Understandability of the media release - Number of events <p>Subtotal</p>	<p>10</p> <p>10</p> <p>5</p> <p>25</p>
Public relation material of the provincial administration, such as leaflets, posters, announcements	<ul style="list-style-type: none"> - Design of the material - Corporate identity (receiver of the material can see immediately that it comes from the provincial administration) 	<p>5</p> <p>10</p>

