ITU Digital World 2021 Awards

Terms and Conditions for the Jury

1. About the ITU Digital World 2021 Awards

The COVID-19 crisis continues to have a significant impact on society. It has exposed the fragility of the current economic system across the globe but has also provided a powerful lens to examine the underlying conditions that led to this fragility, illuminating gaps in economic and social values chains and providing the opportunity to improve economic resilience and related issues.

Digital technologies have shown great potential in mitigating, recovering from, and preventing pandemics and other disasters. The power of digital transformation will have a critical role in economic recovery and resilience as the world recovers and rebuilds.

There is a need to identify, recognize and support the development of digital communities accelerating digital transformation in the post-COVID-19 era. Hence, the overall theme of the ITU Digital World 2021 Awards 2021 is *Building the Digital World. Together.*

The ITU Digital World 2021 Awards (the Awards) represent an open competition platform for all start-ups and SMEs with innovative technology-based solutions which address different socio-economic challenges in their respective communities, while also advancing the achievement of the Sustainable Development Goals (SDGs). The ITU Digital World 2021 Awards comprises of 5 categories:

- Connectivity

- Smart cities, smart living

- E-health

- Digital finance

- Education Technology (EdTech)

Annex 1 presents the overview of the Awards. Further information about the programme is available at https://digital-world.itu.int/events/2021-event/digital-world-awards/

2. About the Jury

Within the context of this competition, the ITU Digital World 2021 Awards Jury will be responsible for evaluating the pitching competition and selecting winners that meet the requirements defined for the competition.

2.1. Composition of the Jury

The Jury will be nominated by the SME Awards Programme Manager. The nomination of the members of the Jury will be by invitation and will consider the proposals made and identified by ITU. In addition, ITU Telecom plans to organize an open call to gather expressions of interest to join the Jury.

The final composition of the Jury will consider the profile of the candidates, as well as diversity in terms of gender, geography, and age, amongst other criteria.

2.2. Secretary

The staff member(s) of ITU Telecom will act as Secretary of the Jury. The Secretary will be responsible for the following tasks:

- <u>organizing</u> the meetings of the Jury;

- <u>providing</u> the members of the Jury with the application package for each of the candidates;

- <u>preparing</u> the final act of the selection process for the consideration of the Jury; and

- <u>facilitating</u> the contact with relevant staff from ITU including the ITU Ethics Officer, with respect to any issues of concern regarding the independent operation of the Jury.

2.3. Responsibilities of the Jury

The Jury will perform the following roles and responsibilities:

- <u>Reviewing and evaluating</u> the application package for the shortlisted candidates to be provided by the ITU Telecom;

- <u>informing</u> the Secretary of any potential conflict of interest with any of the applicants (*See section 2.5*);

- <u>providing</u> recommendations to ITU in terms of improvements to make in future editions of the Awards pitching sessions; and

- <u>responding</u> to any questions concerning the selection process.

2.4. Operation of the Jury

- *Review*. Every application should be reviewed and rated by [at least two (2) of] the members of the Jury.

- *Consult with the organizing team* on matters related to the eligibility of specific applications or other matters related to the operation of Jury and the selection of the winners.

- *Live pitching.* The shortlisted applications will be invited to join an online pitching event where the Jury will select winners and finalists based on overall performance and the evaluation criteria during the Awards.

- *Quorum*. At its first meeting the Jury will decide the number of Jury members needed to comprise a quorum. The Secretary should be present in all meetings.

- *Confidentiality*. All the members of the Jury, including the Secretary, will work under confidentiality before, during and after the selection process.

2.5. Conflicts of Interest

Members of the Jury will be requested to assess if they have any conflict of interest[1] in the context of their duties and to sign a Conflicts of Interest Declaration following the template provided in Annex 2.

---

[1] *A conflict of interest is defined as any situation in which a member of the Jury's personal, financial, or other interests could or could be seen to influence his or her decisions or actions taken or advice given in the course of his or her duties as a Jury member.*

Any actual or potential conflicts of interest shall be reported by the Secretary to the ITU Ethics Officer to suggest a potential way forward. Based on the advice from the ITU Ethics Officer, the organizing team may appoint an alternative member of the Jury.

2.6.   Compensation and Expenses

The Jury will perform its duties on a voluntary basis and will not be remunerated for the performance of its functions.

2.7.   Alternates

The members of the Jury will perform their tasks in their own individual capacity. They will inform the Secretary of any conflict that may limit their availability. In case of permanent conflict of agenda, the Secretary may appoint alternates. Under no circumstances may the members of the Jury designate a replacement to perform their duties.

2.8.   Communications

As part of the promotion of the pitching competition, ITU Telecom will highlight the participation of the Jury members via its dedicated webpage where all Jury members shall be listed alongside their Bio and a headshot. The ITU registration system shall include pitching sessions by default in addition.

Annex 1. Overview of the ITU Digital World 2021 Awards

SME success is key to ICT industry growth and socio-economic development. ITU Digital World 2021 (DW21) SME Programme aims at helping tech SMEs, including start-ups, to scale up their business activities with global impact – as an important part of the DW21 as international platform for ICT public and private sector leaders.

Who is it for?	What is it?
• SMEs (including start-ups) using ICT solutions to make a positive social impact in the world • Companies should have proven marketable solutions and be ready to expand nationally and internationally • Businesses operating in the following sectors: smart city applications, e-health, digital finance, education technology and connectivity solutions	The DW21 SME Programme provides support, visibility, recognition, learning opportunities, investment, and networking potential to tech SMEs looking for visibility and support for their solutions or products. • Opportunity for international exposure, gaining visibility and recognition by entering the Awards • Participate in virtual networking activities • Access to leading academics, coaches, and business mentors • Support from experts to pitch the company and its solutions to investors, clients and other key audiences • Share best practices, solutions and ideas; • Opportunity to participate in the DW21 programme and be exposed to expert insights and topical ICT issues.

The finalists will go head-to-head in live online pitching before the Awards Ceremony announcing the winners on 1 December:

Pitching 1: Connectivity – Tuesday 26 October
Pitching 2: Education Technology – Tuesday 2 November
Pitching 3: Smart Cities – Tuesday 9 November
Pitching 4: EHealth – Tuesday 16 November
Pitching 5: Digital finance –Tuesday 23 November

Annex 2. Conflicts of Interest Declaration

To: Secretary of the Jury

[1] **Conflicts of Interest Declaration**

Subject: Conflicts of Interest Declaration

I, _____, am a member of the Jury of ITU Digital World 2021 Awards and hereby confirm:

— That I, my family members and close relatives or personal friends: [TICK THE APPROPRIATE BOX]

      o   do not have any direct interest in any of the individuals or organizations presenting an application to the ITU Digital World 2021 Awards.

      o   have direct interest in one or more of the individuals or organizations presenting an application to the ITU Digital World 2021 Awards. The details are the following: _____

— That I: [TICK THE APPROPRIATE BOX]

      o   have no personal, financial or other interests that could or could be seen to influence the decisions or actions I am taking or the advice I am giving in the course of my duties as a Jury member.

      o   have personal, financial or other interests that could or could be seen to influence the decisions or actions I am taking or the advice I am giving in the course of my duties as a Jury member. The details are the following:

      o   _____

— That I will inform the Secretary of the Jury, without delay, of any situation should circumstances arise in which my personal, financial or other interests could or could be seen to influence the decisions or actions I am taking or the advice I am giving in the course of my duties as a Jury member;

— That I have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, which may constitute an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the applications received as part of the ITU Digital World 2021 Awards;

— That I understand that ITU reserves the right to verify this information;

— That I am aware that in any case of false declaration I may be dismissed from further participation in the activities of the Pitching Competition.

Date: _____

Name, Job Title, Company: _____

Type your Full Name as signature: _____

Annex 3. Resolution of the Jury

Record of Resolution of the Jury

Date of the meeting: _____

After reviewing all the declarations of non-conflict of interest, ITU (hereto mentioned as "Organizers") confirm that the following members of the Jury have declared no conflicts of interest:

_____
_____

The following members declared a conflict of interest. After consultation with ITU Ethics Office, the Organizers confirm that these members can continue performing their tasks as members of the Jury:

_____
_____

The following members declared a conflict of interest. After consultation with ITU Ethics Office, the Organizers confirm that these members should refrain from performing the duties of the Jury.

_____
_____

Signature of the co-Secretary (If required)	Signature of the Secretary
Name	Name
Date	Date

Annex 4. Eligibility and Evaluation Criteria

Eligibility

Only legally registered organizations/institutions from ITU Member States[1] are eligible to participate in this pitching competition. The pitching competition is open to private sector start-ups, research institutions, academia, and civil society organization (CSOs).

Applying organizations/institutions must have an existing project or minimum viable product (MVP)[2] that:

1. accelerates Sustainable Development Goals by replicating or scaling up existing innovations,

2. demonstrates a new innovative project/prototype, outlining its potential for scaling up, and

3. is a digital solution

Only one submission per applying organization/institution is permitted (in case of multiple submissions, only the first one received will be considered). All submissions must be made in the English language only. Applying organizations/institutions will be required to submit proof of their legal registration if they are shortlisted.

Applicants' projects/MVPs must fall into one of the following categories/topics:

Category	Description
Connectivity	Innovative solutions to increasing access to the internet, connecting people, objects, or institutions
Smart cities, smart living	Innovative use of digital tech to improve urban life and beyond in areas such as energy, transport, planning, agriculture, food management and commerce and education.
E-health	Using technology to improve healthcare through remote diagnosis and treatment, care in the home, monitoring and prevention
Digital finance	ICT-based products or services focused on increasing and improving access to financial services.
EdTech	Innovative tools to expand educational programmes and capacity building including training and relevant content in local languages

- **Evaluation Criteria**

The evaluation criteria below will be used by the Jury for both the **shortlisting of 5 or more best submissions and the final selection of the** winning submissions. Each criterion has been assigned an equal weight for scoring. Sample score card has been included for quick reference:

Criteria	Poor	Fair	Good	Very Good	Excellent
Idea Describes its product/service in a clear, comprehensive and complete manner?	☐	☐	☐	☐	☐
Business Model Describes its value proposition, financial sustainability, and clearly outlines how its product/service is unique?	☐	☐	☐	☐	☐
Innovative use of ICT Demonstrates use of ICT to provide a radical new solution, apply an existing solution to a new market or incrementally improve an existing service?	☐	☐	☐	☐	☐
Social Impact Explains the social impact of the product/service and its measurement?	☐	☐	☐	☐	☐
Scalability Could the business model work in other markets and is the SME able to articulate understanding of barriers to entry/competition and growth plan?	☐	☐	☐	☐	☐
Presentation / Pitching Skills Information is presented in a clear and concise way, assumptions are supported by evidence, and presentation is delivered in the time provided?	☐	☐	☐	☐	☐
Team Profile of team suitable for addressing the SME context (ie. track record, relevant backgrounds, essential organization functions)?	☐	☐	☐	☐	☐
Additional comments about this SME?					

[1] An MVP is a product with enough features that can be used by early customers and receive feedback for future development.

Annex 5. Evaluation Process

The ITU Telecoms Internal portal will be used for the Jury's evaluation process. All Jury members will be given access to the portal and will be required to log in for access. On the portal, the Jury members will submit their scores, using the evaluation criteria stated in Annex 4, through a form that will be made available on the portal. Each URL is unique to the individual jury member and therefore should not be shared with anyone else.

Upon successful evaluation by the required number of Jury members per Awards category, the Secretary shall calculate the average score received, and independently verify the result with another ITU staff who shall be calculating the result separately.

Upon final tally of the winners per category, the Secretary shall convey the results to the Jury members. If no final contestation is received by any Jury member and a unanimous decision is reached among the Jury members, the winners shall be notified via email for their subsequent participation in the Awards ceremony on 01 December 2021 at 15.00-16.00 CEST via Zoom session. The details are as follows:

When: Dec 1, 2021 03:00 PM Amsterdam, Berlin, Rome, Stockholm, Vienna

Topic: ITU Digital World 2021 SME Awards Virtual Ceremony

We will send you a link to join the Zoom session as a panellist. After your confirmation as a Jury member, you will receive a confirmation email containing information about joining the webinar as a panellist.