

**Dubai International Award
for Best Practices
to Improve the Living Environment**

**SUBMISSION GUIDE AND
REPORTING FORMAT**

INDEX

This guide provides detailed information on how to submit a Best Practice for the Dubai International Award for Best Practices to Improve the Living Environment (DIABP). Specifically, users will find information on the following:

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Note: Please photocopy and distribute these guidelines as necessary. Copies are currently available in Arabic, English, French, Spanish, Portuguese and Chinese

The submission guide and a downloadable file for nominating a best practice are available from www.dubaiaward.ae and www.unhabitat.org

PART 1: ABOUT THE AWARD

The Dubai Award was established in 1995 under the directive of late Sheikh Maktoum Bin Rashid Al Maktoum, during the United Nations International Conference that convened in Dubai between 19 ó 22 November. 914 participants from 95 countries met to recognize best practices with positive impact on improving the living environment. H.H. Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the U.A.E. and the Ruler of Dubai and H.H. Sheikh Hamdan Bin Rashid Al Maktoum, Deputy Ruler of Dubai, Minister of Finance and Industry and Chairman of Dubai Municipality have continued to support this Award.

The Award reflects the policy and commitment of Dubai Government and the United Arab Emirates towards sustainable development of human settlements and protection of the environment on the basis of mutual international cooperation.

PART 2: DUBAI DECLARATION:

One of the most important outcomes of the 1995 Dubai Conference was adoption of the Dubai Declaration, which established guiding principles and distinctive criteria for best practices worthy of recognition and propagation.

Subsequently, the Dubai Declaration was adopted by the second United Nations Conference on Human Settlements (Habitat II), held in Istanbul, Turkey in June 1996 and also by the World Association of Cities and Local Authorities.

PART 3: IDENTIFICATION OF BEST PRACTICES

Best Practices are outstanding contributions to improve the living environment. They are defined by the United Nations and the International Community at large as successful initiatives which:

- Have a demonstrable and tangible impact on improving people's quality of life;
- Are the result of effective partnerships between the public, private and civic sectors of society;
- Are socially, culturally, economically and environmentally sustainable.

Best Practices are promoted and used by the United Nations and the International Community as a means of:

- Improving public policy based on what works;
- Raising awareness of decision-makers at all levels and of the public of potential solutions to common social, economic and environmental problems;
- Sharing and transferring knowledge, expertise and experience through networking and peer-to-peer learning.

Since 1995, numerous good and best practices have been collected from 140 countries, all of which are documented and disseminated through the best practices database, which is a free online resource. At each cycle, an independent committee of technical experts (Technical Advisory Committee) identifies Good and Best Practices and prepares a shortlist to be presented to an International Jury for selection of the award winners. Twelve awards are given each cycle.

PART 4: DETAILS OF THE DUBAI INTERNATIONAL AWARD FOR BEST PRACTICES TO IMPROVE THE LIVING ENVIRONMENT (DIABP)

1. Purpose:

To recognise and enhance awareness of outstanding and sustainable achievements in improving the living environment as per the basic criteria established by the Dubai Declaration and the Second United Nations Conference on Human Settlements (Habitat II).

2. Award Categories and Value:

CATEGORY	NO. OF WINNERS	PRIZE
Best Practices Award	6 Winners	U.S.\$ 30,000/- each Winner
Best Practices Transfer Award	2 Winners	U.S.\$ 30,000/- each Winner
University Research Award	2 Winners	U.S.\$ 15,000/- each Winner
Private Sector Award	1 Winner	A Trophy and a Commemorative Certificate especially designed for the award.
Personal Award	1 Winner	A Trophy and a Commemorative Certificate especially designed for the award.

P.S: Any changes to the award categories and/or value will be reflected on the DIABP Official Websites.

3. Periodicity:

The Award is presented every two years during even-number years. The Programme and Schedule of each Cycle is announced on the DIABP official websites.

4. Eligibility:

The Award is open to:

- (a) Government organizations or agencies; including bilateral aid agencies
- (b) National Habitat committees or Focal Points;
- (c) Multilateral Agencies (United Nations Agencies, World Bank, etc.)
- (d) Cities, local authorities or their associations;
- (e) Non-governmental organizations (NGOs);
- (f) Community-based organizations (CBOs);
- (g) Private Sector;
- (h) Research and academic institutions;
- (i) Media;
- (j) Public or Private foundations;
- (k) Individuals are eligible for the Dubai International Award provided that they are submitting a specific initiative or project that meets the Best Practice criteria.

PART 5: AWARD CATEGORIES SCOPE & CRITERIA

I. Scope & Criteria for Best Practices and Best Practices Transfer Award Categories:

The major criteria for a Best Practice to be considered for the Award include:

1. **Impact:** A best practice should demonstrate a positive and tangible impact on improving the living environment of people particularly the poor and disadvantaged.

a. Sustainable Shelter and Community Development:

- Extension of safe water supply and sanitation;
- Affordable housing, services and community facilities;
- Access to land, secure tenure and finance;
- Community-based planning and participation in decision making and resource allocation;
- Inner-city core, neighbourhood and settlement revival and rehabilitation;
- Safe and healthy building materials and technologies.

b. Sustainable Urban and Regional Development:

- Job creation and eradication of poverty;
- Reduction of pollution and improvement of environmental health;
- Improved access to public transport and communication;
- Improved waste collection, recycling and reuse;
- Greening of the city and effective use of public space;
- Improved production and consumption cycles, including replacement/reduction of non-renewable resources;
- Protection and conservation of natural resources and of the environment;
- More efficient energy use and production;
- Preservation of historically/culturally important sites;
- Formulation and implementation of integrated and comprehensive urban development strategies.

c. Sustainable, Efficient, Accountable and Transparent Settlements Management:

- More effective and efficient administrative, management and information systems;
- Gender equality and equity in decision-making, resource-allocation and programme design and implementation;
- Crime reduction and prevention;
- Improved disaster preparedness, mitigation and reconstruction;
- Social integration and reduction of exclusion;
- Leadership in inspiring action and change, including change in public policy;
- Promotion of accountability and transparency;
- Promotion of social equality and equity;
- Improvement of inter-agency co-ordination.

2. **Partnership:** Best Practices should be based on a partnership between at least two of the actors mentioned in item 4.
3. **Sustainability:** Best practices should result in lasting changes in at least one of the areas listed below:
 - Legislation, regulatory frameworks, by-laws or standards formally recognising the issues and problems that have been addressed;
 - Social policies and/or sectoral strategies at the (sub) national level that have a potential for replication elsewhere;
 - Institutional frameworks and decision-making processes that assign clear roles and responsibilities to various levels and groups of actors, such as central and local governmental organisations and community-based organisations;
 - Efficient, transparent and accountable management systems that make more effective use of human, technical, financial and natural resources.

4. **Additional Criteria and Considerations:**

The following criteria will be used by the Technical Advisory Committee and Jury for differentiating between good, best and award winning practices.

4.1 **Leadership & Community Empowerment:**

- Leadership in inspiring action and change, including change in public policy;
- Empowerment of people, neighbourhoods and communities and incorporation of their contributions;
- Acceptance of and responsiveness to social and cultural diversity;
- Potential for transferability, adaptability and replicability;
- Appropriateness to local conditions and levels of developments.

4.2 **Gender Equality and social inclusion:**

Initiatives which: accept and respond to social and cultural diversity; promote social equality and equity, for example on the basis of income, gender, age and physical/mental condition; and recognise and value different abilities.

4.3 **Innovation within local context and transferability:**

- How others have learnt or benefited from the initiative.
- Means used for sharing or transferring knowledge, expertise and lessons learnt.

4.4 **Transfers:**

- Tangible impact resulting from the transfer of one or more of the following: ideas, skills, processes, knowledge or expertise, and technology;
- Changes in policies or practices.
- Sustainability of the transfer as part of a continuous process of learning and change.

II. Scope and Criteria for Personal Award Category:

➤ Scope:

This award category aims to recognize individuals who have made outstanding contribution to improving the living environment of people in neighbourhoods, towns, cities, regions or countries - through programme/s in any of the thematic areas outlined in *Annex two*.

Submission for this award should include:

- Support letters from at least two other individuals who have knowledge and involvement of/with the nominated individual's accomplishment/contribution.
- A two-page concise summary of the accomplishments that illustrates why the candidate should be considered.
- Independent references such as mention in newspapers, journals, or previous awards/recognition etc.

➤ Criteria:

The nominator should demonstrate several aspects of the work undertaken by the nominee including;

- Location and extent of area/s covered
- Problem/s addressed
- Beneficiary groups ó types, size;
- Actual activity/ies
- Tangible and lasting impact within and beyond the locality;
- Positive change, including policy, common practice, public attitudes etc;
- Innovative aspects if any;

III. Scope and Criteria for Private Sector Category:

➤ Scope:

The award is given to private sector entities that have **either** implemented programmes or projects to improve the living environment **or** contributed significantly to their immediate or wider communities thus improving the communities' living environment. Such entities should also display a consciousness for social and environmental sustainability in the conduct of their core business.

➤ Criteria

In addition to the general criteria outlined for best practice awards under item (I), the following aspects will also be considered for this award

- **Inspiration for and influence of practice (motivation)** - What motivated the initiation of the practice? Was it pure social responsibility or an action to counter a negative effect caused by the private company in the area?
- **Flexibility and affordability of practice** - Can the practice be replicated in another area with similar or related problems and what enhances/constraints this? Can the replication be effected with moderate resources by other actors?
- **Corporate Governance and Quality Control** - What is the governance structure of the project and are members from the benefitting communities included?

- **Corporate Social Responsibility** - Is the company/business part of a wider corporate responsibility initiative and what other activities does the company undertake - other than the practice being submitted?
- **Contribution of practice to the UN Global Compact principles** - How has the practice contributed to the promotion of principles of human rights, fair labor practices, environmental conservation and anti-corruption as provided for under the UN Global Compact? Is the company a signatory to the UN Global Compact or similar ethics systems? (This in itself is an important evaluation aspect). Does the entity have a stated policy on non-exploitation and environmental consciousness?

IV. Scope and Criteria for University Research Award Category:

Is the research ground breaking, has had significant impact on improving the living environment of urban dwellers or changed the way a country, region or the world thinks about making cities more efficient, productive or inclusive?

The research may be in any of the thematic areas outlined in Annex 2 (Thematic Categories).

Explain:

Problem addressed	300 words
Geographic scope	100 words
Research method/approaches	300 words
Collaborating partners	if any
Main findings/results	200 words
Use of the findings	200 words
Impact	200 words

Recognition if any (citing in publications, use in programme design, informing policy e.t.c)

In addition, attach a full description of the research, including methodology, findings and results in not more than 6,000 words.

PART 6: SUBMISSION PROCESS

1. Best Practices shall be submitted in accordance with the reporting format. (Please see Annex I).
2. The reporting format is available on the Internet and can be downloaded from the following websites:

<http://www.dubaiaward.ae> or <http://www.unhabitat.org>

Applicants should register and apply online through the website:

<http://www.dubaiaward.ae>

We do however accept e-mail applications to: bestpractices@unhabitat.org.

3. *Submissions shall be made in English.* Submissions in any other language **should be accompanied by an English translation. Submitters are strongly advised not to use machine translation.**
4. Submitters are encouraged to include the following supporting materials (optional):
 - Articles about the practice appearing in newspapers, professional journals, newsletters or other publications;
 - Digital standard format videos less than 10 minutes in length;
 - Photographs and/or other graphic material;
 - Brochures or other promotional material.
5. All submissions received will be acknowledged and assigned a reference number and shall be informed about the status of their submission.
6. Partners may contact the submitters and provide effective assistance to them by reviewing the documents with the objective of ensuring their compliance with the criteria as well as the rules and regulations of the award and advise them of any further actions required. Partners shall forward the validated submissions meeting the criteria to the Award Management.

PART 7: SELECTION PROCESS

All submissions received before the award programmed deadline will be considered. This deadline will be clearly mentioned on the DIABP official website as well as the UN-Habitat website (<http://www.dubaiaward.ae> and <http://www.unhabitat.org>) Submissions received will undergo the following selection process:

1. All submissions complying with the reporting format and meeting the basic Best Practices criteria shall be forwarded to an independent, Technical Advisory Committee (TAC) for review.
2. The TAC shall review all submissions and prepare a comprehensive report including:
 - Description of the selection process;
 - List of approximately 100 Best Practices;
 - Short list of up to 48 submissions to be forwarded to the Best Practices Jury for final selection of the Award recipients.
3. The Best Practices Jury shall review the short listed Best Practices to select those initiatives deserving of the Dubai International Award. The Jury may recommend less than twelve or none for the Award depending on the quality of the submissions.

For individual nominations and private sector projects, additional validation and/ or ground verification may be carried out as deemed necessary by the award secretariat.

P.S: All submitters will be notified of their status following the final selection by the Jury.

PART 8: TIME TABLE FOR DUBAI INTERNATIONAL AWARD

November:	Launching of the Award; Submission portals open for submissions
30th June 2014:	Deadline for receiving submissions.
31st July 2014:	Deadline for already sent applications that have received comments/feedback from the board to submit applications with revisions (No new applications will be accepted).
September 2014:	Evaluation of submissions by the Technical Advisory Committee ó selection of up to 100 submissions that deserve to be considered as Best Practices and short-listing of a maximum 48 initiatives to be forwarded to the International Jury with specific recommendations on practices to be awarded for transfers.
October 2014:	International Jury selects Award recipients
December 2014/ January 2015:	Best Practices Award Ceremony

P.S: The Management of the Award is not bound by the above dates. Dates can be changed as needed and will be publicized through the award websites.

ANNEX I: BEST PRACTICES REPORTING FORMAT

Please provide the following information when submitting your Best Practice:

1. Title of the Best Practice:

2. The Category Applied For:

- a. Best Practices:
- b. Transfers:
- c. Private Sector:
- d. Personnel:
- e. University Research:

3. Summary

4. The Location of the Best Practice Implementation:

- a) City/Town
- b) Country
- c) Region: **(Choose one):**

Africa	Arab States	Asia & Pacific	Europe
Latin America	Caribbean	North America	

5. Name and Address of the Best Practice Organization:

Name of the Organization :
Street :
P. O. Box :
City/Town, Postal Code :
Country :
Telephone (Country code) (City code) number :
Fax (Country code) (City code) :
Contact Person
Email Addresses of Contact Person

6. Type of Organization: Choose from the following:

- Central Government
- Para-statal
- Non-Governmental Organisation
- International Agency
- Professional Association
- Media
- Technical Experts/Consultants
- Others, please specify
- Local Authority
- Private Sector
- Community-Based Organisation
- Foundation
- Academic/Research
- Philanthropist
- Network

7. The Nominating Organization (only if the submission was nominated by other than the Owner).

a) Name of Organisation

b) Address of the Organisation

(including street, P.O. Box, City/Town, Postal Code, Country, Telephone, Fax and Email addresses. N.B. Please ensure country and city-codes are provided for telephone and fax. Please Note that the address should be provided below in the sequence given above.)

c) Contact Person

d) Type of Organisation

- Central Government
- Para-statal
- Non-Governmental Organisation
- International Agency
- Professional Association
- Media
- Technical Experts/Consultants
- Local Authority
- Private Sector
- Community-Based Organisation
- Foundation
- Academic/Research
- Philanthropist
- Others, please specify

8. Partners in Executing the Practice

Partner 1:

- a. Name of the Partner:
- b. Address of the Partner:
- c. Classification of the Partner:

• Central Government	• Local Authority
• Para-Statal	• Private Sector
• Non-Governmental Organisation	• Community-Based Organisation
• International Agency	• Foundation
• Professional Association	• Academic/Research
• Media	• Philanthropist
• Technical Experts/Consultants	• Others, please specify

- d. Contact Person:
- e. Type of Support the Partner is giving you

• Financial Support	• Technical Support
• Political Support	• Administrative Support
• Other (Please specify)	

Partner 2:

- a. Name of the Partner:
- b. Address of the Partner:
- c. Classification of the Partner:

• Central Government	• Local Authority
• Para-Statal	• Private Sector
• Non-Governmental Organisation	• Community-Based Organisation
• International Agency	• Foundation
• Professional Association	• Academic/Research
• Media	• Philanthropist
• Technical Experts/Consultants	• Others, please specify

- d. Contact Person:
- e. Type of Support the Partner is giving you

• Financial Support	• Technical Support
• Political Support	• Administrative Support
• Other (Please specify)	

Partner 3:

- a. Name of the Partner:
- b. Address of the Partner:
- c. Classification of the Partner:

• Central Government	• Local Authority
• Para-Statal	• Private Sector
• Non-Governmental Organisation	• Community-Based Organisation
• International Agency	• Foundation
• Professional Association	• Academic/Research
• Media	• Philanthropist
• Technical Experts/Consultants	• Others, please specify

- d. Contact Person:
- e. Type of Support the Partner is giving you

• Financial Support	• Technical Support
• Political Support	• Administrative Support
• Other (Please specify)	

- Partner 4 (Same as above):**
- Partner 5 (Same as above):**
- Partner 6 (Same as above):**
- Partner 7 (Same as above):**

9. Financial Profile

Using the table below, provide a financial overview of the annual budget of the Best Practice for the past 3 to 5 years indicating the sources and general percentages of contributions from each partner (up to 10partners). Please also specify the name of each partner.

Partner	Year 20..	Year 20..	Year 20..	Year 20..	Year 20..	TOTAL
Partner 1 (Amount)						
Partner 2 (Amount)						
Partner 3 (Amount)						
Partner 4 (Amount)						
Partner 5 (Amount)						
Partner 6 (Amount)						
Partner 7 (Amount)						
Partner 8 (Amount)						
Partner 9 (Amount)						
Partner 10 (Amount)						
Total Budget (US \$)						

10. The Main Focus for the Submission

From the Annex 2, select **no more than three** themes describing the focus of your work. Select only the main category. The sub-categories are only provided to describe the content of the main category and to guide you in selecting the category that best corresponds to your practice.

11. Level of Activity

Select one of the following that best describes the usual level of activity:

• Global	• Regional (international)	• National
• Provincial/State	• Metropolitan	• City/Town
• Neighbourhood	• Village	• International

12. Eco System

Select the eco-system in which your initiative usually operates:

• Arid/Semi-Arid	• Coastal	• Continental
• High Plateau	• Island	• Mountain
• River Basin	• Tropical/Sub-Tropical	

13. Key Dates

Provide no more than five dates that are significant to the initiative and for each date describe in no more than five or six words its significance.

14. Narrative

Please observe the word limits specified overall, and under each heading:

In 2000 words or less, use the following headings and suggestions to describe your work.

- **SITUATION BEFORE THE INITIATIVE BEGAN [Approximately 50 WORDS]**

Describe the situation before the initiative began. What major problems and issues needed to be addressed in the area? What approximate population size within what approximate geographic area? What social groups e.g. women, youth, ethnic minorities, were affected and in what ways?

- **ESTABLISHMENT OF PRIORITIES [Approximately 100 WORDS]**

List the priorities of the initiative. How was prioritization done and what groups were involved? Please specify leadership and gender specific roles where appropriate.

- **FORMULATION OF OBJECTIVES AND STRATEGIES [Approximately 100 WORDS]**

Provide a summary of the main objectives and strategies of the initiative, how they were established and by whom. Please specify any gender specific objectives and strategies. Describe policies and strategies adopted for city-wide development, where applicable.

- **MOBILISATION OF RESOURCES [Approximately 200 WORDS]**

Describe how financial, technical and human resources were mobilized and where they came from including any form of bilateral and/or multilateral assistance. Specify key actors (including community/women's groups), organisations or institutions that were/are responsible and accountable for managing the resources.

- **PROCESS [Approximately 400 WORDS]**

Describe the problems faced in implementing the initiative, how were they overcome, and the problems that remain to be solved. Describe also how people (men and women), communities, organisations and institutions participated in the initiative. Describe how people, communities and organisations participated in decision making processes and what their inputs were, with regard to basic needs, civil rights and/or policies. Provide a summary of tools, methods, and/or benchmarks that were used for assessing performance, who is using them and how often. For example: report cards, joint assessments etc. Weekly, monthly etc.

- **RESULTS ACHIEVED [Approximately 250 WORDS]**

Describe to what extent the objectives listed above were realised, how the impact was measured, quantitatively and qualitatively and who benefited and how. Describe how the initiative has resulted in, for example:

- Actual improvement achieved in people's living conditions including women and children;
- Better co-ordination and integration between various actors, organisations or

institutions;

- Changes in local, national or regional social, economic and environmental policies and strategies;
- Improved institutional capacity at the national, sub-national or local levels;
- Changes to local or national decision-making, including the institutionalisation of partnerships;
- Recognising and addressing specific opportunities and constraints;
- Changes in the use and allocation of human, technical and financial resources at the local/national level;
- Changes in people's attitudes, behaviour and in the respective roles of women and men.

➤ **SUSTAINABILITY [Approximately 300 WORDS]**

Describe how the integration of the social, economic, environmental, institutional and cultural elements of sustainability was achieved, particularly with regards to:

- Financial: The use and leveraging of resources, including cost recovery, indicating how loans, if any, are being paid back and their terms and conditions;
- Social and Economic: Gender equity, equality and social inclusion, economic and social mobility;
- Cultural: Respect for and consideration of attitudes, behaviour patterns and heritage;
- Environmental: Reducing dependence on non-renewable resources (air, water, land, energy, etc.), and changing production and consumption patterns and technology. E.g. Composting, recycling etc.
- Institutional: Legislation, regulatory frameworks, by-laws or standards formally addressing the issues and problems that have been dealt with by a practice; Social policies and/or sectoral strategies at the (sub) national level that have a potential for replication elsewhere; Institutional frameworks and decision-making processes that assign clear roles and responsibilities to various levels and groups of actors, such as central and local governmental organisations and community-based organisations; Efficient, transparent and accountable management systems that make more effective use of human, technical, financial and natural resources.

• **LESSONS LEARNED [Approximately 300 WORDS]**

Describe the three or four most important lessons learned and how these lessons have been or are being incorporated in your initiative and/or other initiatives. Describe any lessons learned from other initiatives that were incorporated into your initiative. Describe how these lessons learned have been or are being taken into consideration in determining ongoing or future policies, strategies and action plans for example, what would you do differently or avoid doing in scaling up or transferring your experience?)

➤ **TRANSFERS [Approximately 400 WORDS]**

- a) **Transferability:** In this section, please describe how your initiative has benefited from the experience or expertise of other practices. Describe how your initiative could be replicated. If the process of replication has commenced, please indicate when and by whom.
- b) **Transferred Best Practice:** **This section applies only to those who are submitting their practice specifically for one of the two awards earmarked for best practice transfers.**

A Best Practice transfer is defined as a process whereby two or more parties engage in a mutual and structured exchange to learn from one another in view of improving processes, skills, knowledge, expertise or technology for the purpose of improving the living environment. Transfers can occur within a country or between countries. They include institutionalised transfers such as City-to-City Cooperation, or may take place spontaneously. In applying for this special category of the Dubai International Awards, applicants are requested to provide the following information:

- Describe how the transfer was initiated and by whom;
 - Describe the purpose of the transfer and what the transfer involved (staff exchanges, study tours, ad hoc technical assistance, etc.) including the involvement and facilitation of any third parties such as a training or capacity-building institution or a governmental, bilateral or multilateral sponsor;
 - Describe the resource and financial implications involved in the transfer including staff time, travel, transfer of funds, software or technology, etc;
 - Describe any adaptations required in for example, tools, methods or technology, in response to differences in social, economic or cultural aspects between the original practice and the recipients of the transfer;
 - Describe the results or impact of the transfer in, for example, changes in policy, management tools and methods, lasting change to the living environment;
 - Describe lessons learned from the transfer and what you would do differently in the event of future transfers.
- **RELATED POLICY/IES OR LEGISLATION [Approximately 200 WORDS]**
- Has this practice been supported by a municipal, regional or national public policy or legislation? If so, please describe briefly. Similarly, have any policy changes or new laws been enacted as a result of this practice? If so, please describe briefly. Include information on laws, regulatory frameworks, by-laws or standards and on accepted decision-making processes, and management systems.

15. References

Using the format below, please identify any articles appearing in professional or other publications (including newspapers), focusing on the Best Practice. List no more than 10 articles or publications starting with the most recent. Please follow the sequence given below.

Title of Article: Source (include author, publication title, volume/number, date, and page number(s):

16. Supporting Materials

You may wish to provide us with supporting materials of your initiative including: Professional photographs, videos cassettes, CD-Rom, video CD, DVD and printing material depicting the situation before, during and after the initiative was implemented. You can upload your photographs or attachments along with your submission through the website of the award and it is preferable if it is in PDF, MS Word or JPG format and the pictures should be not less than 300 DPI. As for the DVDs or film materials, you are kindly requested to send it independently to our postal address or through courier on the following addresses:

Dubai Municipality P. O. Box: 67 Dubai, UAE Tel: (971 4) 2064450/2215555 Fax: (971 4) 2246666/7033690 Email: dubaiaward@dm.gov.ae Web: www.dubaiaward.ae	UN-HABITAT P.O. Box 30030 - 00100 Nairobi, Kenya Tel: (254 20) 7623058 Fax: (254 20) 7623080 Email: bestpractices@unhabitat.org Web: http://www.unhabitat.org ; http://www.bestpractices.org
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PS: Kindly mention the name and the details of the submission as per the registration form on the websites. The Award Management is not compelled to return any of the supporting documents back to the sender unless the return courier services has been prepaid in advanced.

ANNEX 2: THEMATIC CATEGORIES

Select **no more than three** themes describing the focus of your work. Select only from the main themes (the ones in bold type). The sub-themes (in bullet points) are only provided to describe the content of the main themes and to guide you in selecting the themes that best correspond to your practice.

Appropriate Technologies

• Energy Efficiency	• Waste Management and Treatment
• Waste Re-Use and Recycling	• Drainage and Sanitation
• Transportation and Mobility	• Infrastructure Technology
• Safe-Water Provision	• Eco-Sanitation
• Clean Energy Production	

Architecture and Urban Design

• Affordable/Ecological Design	• Green building
• Sustainable Community Design	• Landscape design
• Historic Preservation	• Eco-Friendly Building Materials

Children and Youth

• 0-9 Years	• 10 Years to Adult
• Health and Nutrition	• Education and Vocational Training (including day care, after school care)
• Environmental Programmes with a Youth Focus	• Children's Participatory Planning and Leadership Development
• Recreational/Cultural Programming	• Legislation/Advocacy
• Community Support Programmes Especially Difficult Circumstances (Abuse, Child labour, War)	• Youth at Risk

Civic Engagement and Cultural Vitality

• Community Participation	• Social and Cultural Vitality
• Expression and Animation	• Civic Awareness and Education
• The Arts and Cultural Development	• Respect for Cultural Diversity

Climate Change

• Adaptation to Climate Change	• Climate Change Impact and Vulnerability Assessment
• Climate Change Mitigation	• Climatic Projections

Disaster and Emergency

• Reduction of Vulnerability	• Civic Awareness and Preparedness
• Contingency Planning and Early Warning Systems	• Response Capacity
• Hazard and Risk reduction and Mitigation	• Life-Line Systems
• Post-Disaster Rehabilitation/ Reconstruction	• Risk Assessment and Zoning
• Gender Specific Risks and Needs	

Economic Development

• Local / Metropolitan Economic development	• Industrial Development
• Enterprise Development (Formal & informal sectors)	• Investment Development
• Capital Formation and Entrepreneurship	• Training
• Co-operative Opportunities	• Micro-Credit
• Equal Access to Economic Resources	

Environmental Management

• Pollution Reduction	• Urban Greening
• Environmentally Sound Technologies	• Environmental Remediation
• Environmental Health	• Integrated Assessment, Monitoring and Control, and "Green" Accounting
• Ecological Sustainability	• Incentives for Sound Management
• Resource Management	• Eco-Tourism
• Indicators of Sustainability	

Gender Equality and Social Inclusion

• Gender Roles and Responsibilities	• Gender Specific Needs
• Women's Empowerment	• Access to Resources
• Control of Resources	• Legislation
• Removing Barriers to Equity	• Ethnicity
• Social Integration	• Women's Safety
• Prevention of Abuse of Immigrants/ Migrants	

HIV-AIDS

• Municipal Strategies for Combating HIV-AIDS	• Public/Private/Community Partnerships
• HIV/AIDS Orphans, Foster Care, Child-Headed Households	• Advocacy and Information Initiatives; Use of Media
• Legal / Policy Reform	• Gender impact of HIV/AIDS (particularly women)

Housing

• Affordable Housing Production	• Homelessness
• Access to Housing Finance & Improvement	• Slum and Settlement Upgrading
• Construction Industry	• Building Materials and Construction Technology
• Equal Access to Housing Resources & Ownership	• Rental Housing
• By-Laws and Standards	

Housing and Human Rights

• Implementation of the right to adequate housing	• Prevention of Forced Eviction
• Security of Tenure	• Secure Tenancy
• Provision of Public Infrastructure for Adequate Housing	• Housing Accessibility
• Housing Habitability & Cultural	• Housing Affordability

Adequacy	
• Equal Rights to Ownership & Inheritance (by women)	

Infrastructure, Communication, Transportation

• Energy Use, Conservation and Production	• Transportation and Mobility
• Communication and Media	• Safe-Water Provision
• Waste-Management and Treatment	• Drainage and Sanitation
• Infrastructure Technology	• Eco-Sanitation
• Equal Access to Infrastructure (especially by Women)	

Land Use Management

• Land Use Planning	• Geographical Information Systems
• Development Incentives	• Open Space Conservation
• Land Development	• Urban/Suburban Renewal
• Estate Management	• Equal Rights to Ownership and Inheritance (especially by Women)

Older Persons

• Safe/accessible Dwelling Design	• Participation
• Health	• Employment and Financial Security
• Multi-Generational Activities	• Transportation
• Group Homes	

Poverty Reduction

• Income Generation	• Job Creation
• Vocational Training	• Access to Credit
• Equal Access to Jobs, Credit and Training	

Production and Consumption Patterns

• Equal Access to Infrastructure	• Consumer Awareness
• Energy Use, Conservation & Production	• Producer Responsibility
• Healthy Mobility	• Production/Consumption Cycles
• Water Use and Consumption	• Communication and Media
• Resource Conservation	

Resilient Communities

• Natural Disasters	• Economic Shocks
• Health Crises	• Conflict and Terrorism
• Strategic Partnerships.	

Social Inclusion

• Control of Resources	• Legislation
• Removing Barriers to Equity	• Age, Class, Ethnicity, Gender
• Social Integration	• Women's Safety
• Prevention of Abuse of Immigrants/ Migrants	

Social Services

• Education	• Recreation
• Health and Welfare	• Public Safety
• Crime Reduction and Prevention	• Justice System Reform
• Equal Access to Social Services (especially by Women)	• Vulnerable Groups Including Women

Technical and International Cooperation

• Multilateral Cooperation & Assistance	• Bilateral Cooperation and Assistance
• City-to-City Cooperation	• Networking
• Peer to Peer Exchanges and Learning	• Training and Continuing Education
• Leadership Development	

Tools and Methods

• Software and Hardware	• Training and Capacity Building
• Technology Transfer	• Management Tools and Systems
• Planning Tools and Techniques	• Research and Development
• Information and Communications Technology and Systems	• Networking

Urban and Regional Planning

• Land Use Planning	• Budgeting
• Development Incentives	• Regional Planning
• Open Space Conservation	• Regional Resource Planning
• Land Development	• Metro/Urban-Wide Planning
• Urban/Suburban Renewal & Regeneration	• Cultural Heritage/Conservation Planning
• Localizing Agenda 21	• Strategic Planning
• Consultative Process	• Planning Regulations
• Capital Investment Programming	• Urban Rural Linkages

Urban Governance

• Urban management & administration	• Partnership with Civil Society
• Legislation	• Public Policy
• Participatory Budgeting and Decision-Making Development	• Human Resources and Leadership
• Resource Mobilization	• Decentralization
• Management and Information Systems	• Institutional Reform
• Monitoring, Evaluation, and Auditing	• Transparency and Accountability
• Women in Leadership Roles	• Metro/Urban-Wide Government
• Public-Private Partnerships	

Use of Information in Decision Making

• Indicators and Statistics	• Mapping (Global Information Systems)
• Management (Management Information Systems)	• Use of Information and Communication Technology
• Use of Media and Awareness-Building	• Improved Access and Participation
• Research	• Policy Making
• Gender Disaggregated Data & Analysis	

Water and Sanitation

<ul style="list-style-type: none">• Water supply & Demand Management	<ul style="list-style-type: none">• Services for Urban Poor
<ul style="list-style-type: none">• Low-Cost Sanitation	<ul style="list-style-type: none">• Eco-Sanitation
<ul style="list-style-type: none">• Provision for Basic Services by Micro-Enterprises	<ul style="list-style-type: none">• Public/Private/Community Partnerships

ANNEX 3: BEST PRACTICES PARTNER INSTITUTIONS

The Award is administered by Dubai Municipality in cooperation with UN-Habitat.

Along with this, please find below the list of our BEST PRACTICES PARTNERS:

UN-HABITAT, Nairobi

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UN-HABITAT ROLAC ó Rio de Janeiro
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AFRICA

Environmental Development Action in the Third World (ENDA Tiers Monde)

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ARAB STATES

Dubai Municipality

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ASIA

International Art and Architecture Research Association (IAARA)

Contact Person: Reza Pourvaziry M. Arch ó President
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Web: www.iaara.org.ir

EUROPE

UN-HABITAT Best Practices Hub Vienna

E-mail: office@bestpractices.at
Web: www.bestpractices.at

Ministerio de Fomento

Dirección General de Arquitectura, Vivienda y Suelo

Contact Person: Jose Luis Nicolas
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Web: <http://www.fomento.es/> <http://www.habitat.aq.upm.es>

University of Naples ‘Federico II’

Department of Conservation of Environmental and Architectural Assets
Contact Person: Luigi Fusco Girard ó Professor
E-mail: girard@unina.it / cerreta@unina.it

Web: www.unina.it / www.conservazione.unina.it

Building and Social Housing Foundation – BSHF UK

Contact Person: Silvia Guimaraes

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LATIN AMERICA

FORO Ibero-Caribbean

Brazilian Institute for Municipal Administration (IBAM)

Contact Person: Alberto Lopes

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Centro de Vivienda y Estudios Urbanos (CENVI)

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El Agora

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Fundacion Habitat Colombia

Contact Person: Lucelena Betancur Salazar ó Director

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Web: <http://www.fundacionhabitatcolombia.org>

Fundación Salvadoreña de Desarrollo y Vivienda Mínima – FUNDASAL

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University of Costa Rica

Contact Person: Ana Gretel Molina

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Corporación Estudios Sociales y Educación – SUR

Contact Person: Alfredo Rodríguez

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Universidad de Costa Rica FUNDEVI

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Centro de Estudios y Promoción del Desarrollo - DESCO

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PERÚ

Ministerio de Fomento de España

Contact Person: José Luis Nicolás Rodrigo

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NORTH AMERICA

IUD-Institute for Sustainable Communities (JCI)

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Joslyn Castle Institute for Sustainable Communities (JCI)

Contact Person: Cecil Steward

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Web: www.ecospheres.com

Global Urban Development

Contact Person: Marc A. Weiss

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Web: www.globalurban.org

GLOBAL NETWORKS

Huairou Commission

Contact Person: Jan Peterson / Dr. Sangeetha Purushothaman

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Web: www.huairoucommission.org

International Council for Local Environment Initiatives (ICLEI)

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Web: <http://www.iclei.org>

ANNEX 4: OTHER DOCUMENTATION AVAILABLE

This website includes samples of documentations and forms and examples of how to apply for the award and the necessary supporting documents needed for that.

Find below list of the documents that can be found on this website:

- The Dubai Declaration
- Submission Guidelines
- Samples from previous submissions.

ANNEX 5: CONTACT DETAILS

UN-HABITAT Headquarters and Africa Office

Best Practice and Local Leadership Programme, UN-HABITAT

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<http://www.bestpractices.org>

Dubai Municipality

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Dubai

UAE

Tel: (971 4) 2064450/2215555

Fax: (971 4) 2246666/7033690

Email: dubaiaward@dm.gov.ae

Web: www.dubaiaward.ae

Best Practices Database on the Websites:

<http://www.bestpractices.org> or <http://www.dubaiaward.ae>