



# Award for Good Administration

## Submission form

Please complete this submission form. Once you have done so, click on the Save button. Please create an e-mail and attach your application pdf. You may then attach all relevant files to your e-mail. Make sure that the total size of all attachments does not exceed 15 MB. and then send to [EOaward@ombudsman.europa.eu](mailto:EOaward@ombudsman.europa.eu).

The good administration award is open to staff members (officials, temporary agents, contract agents) from any EU institution, body or agency (except the European Ombudsman office). Where relevant, please ensure that the management in the EU institution concerned has been informed of any submissions.

Nominees for the award may be proposed by: staff members from all EU institutions, bodies or agencies, as well as EU and non-EU based civil society organisations, associations, businesses, NGOs or individuals outside the institutional framework.

**The submissions period opens on 12 November 2020 and will close on 31 January 2021 at 18.00. The submission should relate to projects carried out during the period January 2019 - December 2020.**

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### Submitted by

Name, Last name

EU institution, civil society organisation, NGO, association you work for

### Are you self-nominating?

- Yes
- No

### If yes, provide full contact details of at least one nominee

Unit, team or individuals behind the project

Name and e-mail address

Full phone number



**If no, who are you nominating? Please provide contact details for at least one nominee**

EU institution, body or agency / unit, team or individuals behind the project

Name and e-mail address

Full phone number

**Please select one or several categories that apply to your entry**

- Excellence through collaboration
- Excellence in open administration
- Excellence in citizen-focused services delivery
- Excellence in communications
- Excellence in innovation/transformation
- Excellence in crisis management

**Please provide a short and informative title for the entry (max 10 words).**



**Please give a description of the project (max. 400 words). Include details such as why the nominee(s) should receive the award; the purpose of the project or innovation; how it was planned and rolled out; what the outcomes were; and how it contributes to the citizen experience of the EU. You may also provide links to websites or videos or else attach further documentation to your submission e-mail. Please note that the project description and title may be used in the award ceremony's programme and on the Ombudsman's website.**



## Further information

- You will get an e-mail confirming that your entry has been received.
- Participation in the competition implies **full acceptance** of the competition rules.
- It is highly recommended not to wait until the last day or the last minute to submit applications.

## Personal Data

All personal data contained in the application shall be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. Please consult the privacy statement available [here](#).

**If you are nominating your own project, can the European Ombudsman use your submission and any images relating to your participation in the award in her publications, press releases, on her website and/or social media accounts, including in live broadcasting, as well as in future promotional material (videos, pictures, etc.)? (self-nominator)**

- Yes
- No

**By submitting this form, I explicitly consent to the processing of my personal data for the purpose of the European Ombudsman's Award for Good Administration (nominator or nominee)**

- Yes
- No

**By submitting this form, I explicitly consent that my identity be known to the person I'm nominating for the European Ombudsman's Award for Good Administration (nominator)**

- Yes
- No

**I accept that the project description and title be used in the Award ceremony's programme and on the Ombudsman's website (self-nominator or nominee)**

- Yes
- No

If you are nominating someone else's project, we will contact the nominee(s) within 10 working days to inform them of their rights, and to seek their acceptance of the competition rules and authorisation to use their personal data. As a nominator, your identity will be made known to the persons you nominate.