

**AMF Secretariat's Proposal for Establishing  
ASIAN MAYORS AWARD FOR URBAN INNOVATION  
Pursuant to the Decision Made by AMF General Assembly  
As Indicated in AMF Bangkok Declaration**

**Purposes & Objectives**

Asian Mayors Award for Urban Innovation, to be known as AMF Award, is intended to promote and reward the successful and best practices of cities and local governments in advancing AMF goals and improving urban management. By promoting innovation activities of cities and local governments, the award provides examples and guidance to cities and local governments in their endeavors to achieve comprehensive, harmonious and sustainable development, thus making great contribution to global cooperation among cities.

The purposes of the award can be expressed in the following four aspects: rewarding outstanding performances of cities and local governments in innovation, encouraging cities and local governments to advance innovation, improving local governance, publicizing and advocating successful cases in urban innovation.

The Asian Mayors Award for Urban Innovation is to be awarded to innovative initiatives (policies, projects or practices) in the public sector of cities and regions all over the Asia. Its objective is to recognize the importance of public sector innovation in promoting the socio-economic conditions, the quality of environment and sustainability of cities and regions, and advancing the livelihood of their citizens.

**Content & Intervals**

The first Asian Mayors Award will be awarded in the Fifth General Assembly Meeting in 2016 and it will be presented every two years to up to 5 outstanding initiatives that are judged according to the rules and procedures and each will receive a prize consisting of an AMF Trophy and an AMF Certificate.

**RULES AND PROCEDURES**

**Eligibility Criteria**

1. The Asian Mayors Award is open to all cities and Asian regions and members of UCLG and Metropolis.
2. Submitters shall be responsible for the truth and validity of their submissions.
3. Submitted applications for the Asian Mayors Award should meet the following criteria:
  - i) It should involve an original initiative such as a policy, a project or practice aimed at promoting social, environmental, technological, economic, and / or governance / administrative undertakings in the city or region.
  - ii) It must be currently running, or have been completed within the past two years.
  - iii) It must provide indicators or evidence of substantial impacts or changes that cause or contribute to meeting the stated objective (s) of the initiative.
  - iv) Submissions that do not succeed in being selected for the AMF Award may re-submit in subsequent cycles should there be new evidence or indicators of impacts or changes.

**Assessment Criteria**

Eligible initiatives will be assessed according to four main criteria of equal weight. Documentary evidence will be required to enable the jury to reach their decision.

- i) Innovativeness: the extent to which a new policy, an original project, or creative practice has been developed to address a major social, economic, environmental or governance issue,
- ii) Effectiveness: the extent to which the initiative has achieved or is well on its way to achieving the proposed objective (s) and / or desirable outcomes.
- iii) Transferability: the value and lessons learned of the initiative in inspiring others to adopt new policies or good practices,
- iv) Significance: the importance or relevance of the initiative in addressing problems and issues of public concern.

**Selection Process**

The selection Process used by the Asian Mayors Award to identify the final winners involves two impartial and independent phases:

- i) Phase I: review by a regionally representative Technical Committee comprising of up to 12 persons with extensive experience in different domains to shortlist up to 15 initiatives of equal merit from all submissions.

- ii) Phase II: selection of up to five (5) award winners from shortlist by an independent Jury composed of five eminent personalities jointly identified by UCLG, metropolis and AMF Secretariat and a qualified independent person. The Jury reserves the rights to award less than five (5) initiatives but not more than five (5) initiatives in any given interval.
- iii) The Jury's decision is final and not contestable.

### **Awarding Procedures**

Submissions which are selected for the Asian Mayors Award will be notified by the Asian Mayors Secretariat via email, telephone or fax. The Award, including trophies and certificates will be handed over to the Asian Mayors Award Winners at an award ceremony held at the AMF Plenary session.

The award shall be discerned to the mayor of the award -winning city or a senior official of the city government should the mayor not be able to come personally.

### **AMF AWARD SUBMISSION PROCESS**

1. submitters are encouraged to complete the registration form and send it to the AMF Secretariat before **1 September 2016** , so that the Secretariat could follow up and provide assistance where necessary.
2. Submissions should be made in accordance with the application form (see **Download Forms** ).
3. submissions should be made in **English** and formatted to fit single-sided pages of A4 paper using **Times New Roman 12 or 14** point font size. An optional copy in a language other than English may be included together with the compulsory

English version.

4. Submitters should include the following supporting materials as

An integral part of their submission:

- a). Articles appearing in newspapers, professional journals, newsletters or other publications;
- b) .photographs, videos and / or other graphic materials;
- c). Maps and graphic materials.

5. Apart from the written report and supporting materials, submitters are encouraged to provide audio visual materials on

DVD / CD or by email.

6. Submissions should be sent to the AMF Secretariat before **1 September 2016** **by Email at**

**Tehran.amf@Gmail.com, or**

By mail: **Secretariat of Asian Mayors Forum**  
**Add: Vali-e-Asr ST, Baghe Ferdows, Ghalamestan Park,**  
**Tehran, Iran Post Code: 196181335**

7. All submissions and supporting materials received will be acknowledged and will not be returned to the submitters.

8. The Organizers reserve the right to publish submissions, Wholly or in part, to further promote and Disseminate lessons learned from urban innovation.