



## **RULES AND REGULATIONS OF THE AWARD**

### **Introduction**

Driven by the intention of promoting the work of persons or organisations who practice and foster human rights, solidarity, cooperation and trust among citizens and to perpetuate the ideas and legacy of Paweł Adamowicz, the European Committee of the Regions, the City of Gdańsk and the International Cities of Refuge Network have together established *The Mayor Paweł Adamowicz Award for courage and excellence in promotion of freedom, solidarity and equality*.

### **Art. 1**

#### **Award**

1. The Award is granted annually to a person or an organisation operating at local and regional level who promotes freedom and solidarity, equality and non-discrimination. The award supports those who fight intolerance, hate-speech and xenophobia.
2. Nominees for the Award may come from or be active in any country in the world.
3. The Award is granted by a Jury in collaboration with an Evaluation Committee after a thorough examination of nominations.
4. The Award may be granted only once to a person or an organisation.
5. The Award will take the form of recognition and a physical token, and will be presented to the Laureate in person at an Award Ceremony in Brussels, Belgium.

### **Art.2**

#### **Nomination process**

1. The call for nominations will be officially announced on the websites and relevant social media channels of the Award Partners: the European Committee of the Regions (CoR), the City of Gdańsk and the International Cities of Refuge Network (ICORN).
2. The opening and closing dates of the nomination period will be announced on the websites. The Award Partners reserve the right to refuse to consider nominations received outside the nomination period.
3. Only completed nominations which have been submitted in English through the official online nomination form will be considered for the Award.
4. Nominees for the Award may be proposed by:
  - a) 15 (fifteen) Members of the CoR coming together to submit one nomination (alternate members are not eligible to nominate).
  - b) ICORN member cities or regions and, where necessary, their representative bodies.
  - c) Invited international organisations with strong engagement and relevant expertise linked to the fields and spirit of the Award.
  - d) Any city or regional council.
5. The nominator (i.e. the individual or organisation submitting a nomination) is assumed to have gained the permission of the individual or organisation to be nominated before submitting their nomination.

### **Art.3**

#### **Selection process and criteria**

1. The Secretariat of the Award receives the nominations and checks their eligibility and fulfilment of the requirements described in these Rules and Regulations.
2. The Eligibility Criteria:
  - a) The nominee's actions promote freedom and solidarity, equality and non-discrimination and/or the fight against intolerance, hate-speech and xenophobia.
  - b) Nominees have a proven record of action of at least 3 (three) years in the relevant fields.
  - c) Nominated organisations have a legal status (eg. an incorporated body, governmental body, not-for-profit organisation, educational institution).
  - d) The nominator agrees with these Rules and Regulations of the Award.
  - e) The nomination and accompanying documents are submitted in English.
  - f) The nomination is received within the announced nomination period.
  - g) A nominee cannot be nominated by themselves.
  - h) A nominator cannot nominate an individual who is engaged by them in a paid or voluntary capacity, nor someone who is a member of the board or other supervisory body of the nominator.
  - i) A nominator cannot nominate an organisation which engages them in a paid or voluntary capacity, nor in which they serve as a member of the nominee's board or other supervisory body.
3. The Evaluation Committee assesses nominations according to the Award criteria and forwards a short-list of nominations to the Jury.
4. The Award criteria include:
  - a) The ambition and innovative nature of the nominee's activities.
  - b) The degree of working in partnership with other organisations.
  - c) The effectiveness and efficiency of using financial and other resources to achieve the desired outcomes.
  - d) The overall level of commitment of the nominee towards achieving the successful outcomes of the activities.
  - e) The nature and scale of the challenges faced by the nominee in carrying out the activities and how they overcame these.
  - f) The direct impact upon those targeted by the activities, taking into account the number of people directly influenced.
  - g) The impact upon the wider community, taking into account the size of the community and the potential sustainability and replicability of the activities.
5. The Jury of the Award receives a short-list of nominees from the Election Committee and decides upon an Award Laureate.

### **Art.4**

#### **The Evaluation Committee**

1. The Evaluation Committee of the Award is composed of:
  - a) A representative of CoR (Chairperson)
  - b) A representative of ICORN
  - c) A representative of the City of Gdańsk
  - d) A representative of the Secretariat of the Award
  - e) Representatives of invited international institutions and organisations with strong engagement and relevant expertise linked to the fields and spirit of the Award.
2. The Evaluation Committee has the possibility to integrate new members on an ad hoc basis or continuously, depending on the expertise required.
3. The Evaluation Committee members are entitled to request additional information and verification about the nominees as needed.

4. The Evaluation Committee decides upon the short-list by consensus among the members. If a consensus cannot be achieved, the Chairperson may ask members to vote on proposed nominees. In the event of a tie, the Chairperson may cast an additional vote.

#### **Art.5**

##### **The Jury of the Award**

1. The Jury of the Award will consist of:
  - a) A representative of CoR
  - b) A representative of ICORN
  - c) A representative of the City of Gdańsk
  - d) Magdalena Adamowicz, MEP, wife of late Paweł Adamowicz
  - e) Invited international expert/intellectual or the previous laureate of the award.
2. The Jury chooses 1 (one) Laureate from the short-list of nominees.
3. The Jury has the right to decide about additional special recognition of another nominee from the short-list of nominees.
4. The Jury decides by consensus among the members. If a consensus cannot be achieved, the person chairing the meeting may ask members to vote for a winner. In the event of a tie, the person chairing the meeting may cast an additional vote.
5. The Jury in collaboration with the Secretariat informs the Laureate and announces the results.

#### **Art.6**

##### **Laureates of the Award**

1. The Laureate receives an honorary diploma and a physical token.
2. The Laureate is eligible to use the title of: "*Laureate of the Mayor Paweł Adamowicz Award for courage and excellence in the promotion of freedom, solidarity and equality [year]*" in their own information materials and on websites.
3. A profile of the Laureate and their achievements will be posted on the websites of the Award Partners.

#### **Art.7**

##### **Legal regulations**

1. The organisers of the Award are the European Committee of the Regions, the City of Gdańsk and the International Cities of Refuge Network, also known as the Award Partners.
2. A duty of confidentiality applies to all of the Award Partners and the Secretariat of the Award, as well as to the members of the Evaluation Committee and the Jury, whose members must keep the deliberations and proceedings of these bodies confidential.
3. The nominees and the representatives of the nominating organisations agree to their personal data being stored and processing by the Organisers and the Secretariat of the Award, according to the data use statement on the Award website.
4. The nominating bodies indemnify the Award Partners and the Secretariat of the Award from any claims of third parties that might occur due to the nomination of a person or organisation.
5. The submission of nomination forms means an acceptance of the conditions stipulated in these Rules and Regulations.

#### **Art.8**

##### **Other regulations**

1. The Secretariat of the Award may contact a nominating body and third parties linked to a nominee's activities for additional information and materials in relation to the nomination.

2. The submitted nomination forms and any other documents become the property of the Award Partners and will not be returned.
3. Nominations not meeting the requirements of the Rules and Regulations will not be considered.



## PROTECTION OF PERSONAL DATA

### Introduction

The European Committee of the Regions, the City of Gdańsk and the International Cities of Refuge Network (the Award Partners) have together developed and launched the **Mayor Paweł Adamowicz Award for courage and excellence in promotion of freedom, solidarity and equality**.

Together they will collect, store, process and share various types of personal data in order to administer the Award, organise its award ceremony and promote it widely.

The collection, storing, processing and sharing of data between the Award Partners is regulated and managed through a Joint Controllership Agreement between the three parties, and 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*.

### Nominations

As part of the nomination process, the Award Partners will collect, store and process personal data about:

- The persons submitting nominations;
- The individual persons being nominated;
- The official representatives of the organisations being nominated.

This data will be used to enable the eligibility of nominations to be checked, for the nominations to be assessed and a Laureate to be chosen, and for promotional purposes.

The types of data to be collected includes:

- Name;
- Email address;
- Telephone numbers;
- Job title;
- Employer details
- Address.

### Award Ceremony

As part of the Award Ceremony, the Award Partners will collect, store and process information about invitees and attendees which includes:

- Name;

- Email address;
- Telephone numbers;
- Job title;
- Employer;
- Address;
- Video and photographic images taken during the event.

## **Contacts**

For more information about how the Award Partners collect, store, process and share personal data, you can contact:

### **The European Committee of the Regions**

Data Protection Officer

Address: Rue Belliard 101, 1040 Brussels, Belgium

Email of Controller: [data.protection@cor.europa.eu](mailto:data.protection@cor.europa.eu)