SAMPLE OF THE ONLINE NOMINATION FORM

NOTE: Please note that this is just a sample. All nominations should be entered in the online application database at: http://www.unpan.org/applyunpsa2012 to be eligible for the 2012 UNPSA cycle. You are greatly encouraged to prepare your answers first on a word document and then to copy them into the database fields as the system automatically logs out after a few minutes.

Summary of the initiative
In no more than 500 words, provide a summary of the initiative

Information on Institution Being Nominated

Institution Name:
Institution Acronym:
Institution Type:
Name of Initiative / Acronym:
Contact's Position:
Contact's Title:
Contact's First Name(s):
Contact's Last Name (s):
Contact's Gender:
Address:
Postal Code:
City:
State/Province:
Country:
Region:
Telephone/ Fax:
E-mail:
Institution's / Project's website:

Information on Institution Making the Nomination

Institution Name:
Institution Acronym:

Institution Type:
Contact's Position:
Contact's Title:
Contact's First Name(s):
Contact's Last Name (s):
Contact's Gender:
Address:
Postal Code:
City:
State/Province:
Country:
Region:
Telephone/ Fax:
E-mail:
Institution's website:

1) What was the situation before the initiative began? (What was the problem?)

Describe in no more than 500 words the situation before the initiative began. What major problems and issues needed to be addressed? What social groups, e.g., women, youth, ethnic minorities, were affected and in what ways?

2) What is the initiative about? (What was the solution?)

In no more than 500 words, summarize what the initiative is about, and how it solved the problem.

3) What were the strategies used to implement the initiative?

In no more than 500 words, provide a summary of the main objectives and strategies of the initiative, how they were established and by whom.

Please note that the summary should be in narrative, not point form.

4) Who proposed the solution, who implemented it and who were the stakeholders?

In no more than 500 words, specify who contributed to the design and/or implementation of the initiative, including relevant civil servants, public institutions, organizations, citizens, NGOs, private sector, etc.

5) What were the key benefits resulting from this initiative?

In no more than 500 words describe the results, achievement(s) implemented; how the impact was measured, quantitatively and qualitatively, and who benefited

6) What were the key development and implementation steps and the chronology?
No more than 500 words

7) What were the main obstacles encountered? How were they overcome?
No more than 500 words

8) What resources were used for the initiative?
In no more than 500 words, specify what were the financial, technical and human resources' costs associated with this initiative. Describe how resources were mobilized.

9) Is the initiative sustainable and transferable?
In no more than 500 words, describe how the initiative is being sustained (for example in terms of financial, social and economic, cultural, environmental, institutional and regulatory sustainability).
Describe whether the initiative is being replicated or disseminated throughout the public service at the national and/or international levels and/or how it could be replicated.

10) What are the lessons learned? In no more than 500 words, describe the key elements that made your initiative a success.