CAP AWARDS
COMMONWEALTH ASSOCIATION OF PLANNERS
AWARDS FOR OUTSTANDING PLANNING ACHIEVEMENT IN THE COMMONWEALTH

2020

CALL FOR SUBMISSIONS

ENTRIES CLOSE 24:00 UK TIME
23 AUGUST 2020
AIMS OF THE AWARDS

The CAP Awards for Outstanding Planning Achievement in the Commonwealth seek to champion the very best examples of planning practice in the Commonwealth. The Awards aim to:

- Disseminate outstanding planning practice in the Commonwealth particularly where applicable across different Commonwealth countries.
- Demonstrate the valuable role that planners and planning have in the Commonwealth in helping to create resilient and sustainable communities and adequate shelter for all.
- Promote the ways in which the science and art of planning can benefit the public and improve the well-being of society in the Commonwealth and help deliver the UN Sustainable development goals.

ENTRIES

Entries will be accepted from individuals or organisations and must include at least one member of a CAP association (see list of CAP associations at the end of this document). Individuals and organisations may submit more than one entry for different projects provided a separate submission is made for each. Where more than one entry is made for the same project by different parties the first entry will be treated as the entry, multiple entries for the same project for the same award will not be accepted.

Entries must indicate which category of award they are entering. The judges reserve the right to allocate the entry to an alternate category if they feel it is more appropriate.

Your entry description will be used to as the entry description for promotional material. Please list all partners you would wish named on the award certificate if successful.

Projects, plans or strategies or other components of the Award entry must be completed or substantially completed at the time of the Awards submission entry.

There is no charge for entries.
CATEGORIES OF AWARDS

Entries are invited for submission in any one of the following categories:

**Planning for the Climate Emergency**

The Climate emergency is a critical global challenge. This award will recognize the role planning and planners can play addressing it within the Commonwealth.

**Planning for Cities and Human Settlements/Plan Making in the Commonwealth**

This award will recognize the role that plans, plan making, and the delivery of a plan can make to planning for cities and human settlements within the Commonwealth.

**Planning with Limited/Scarce Resources**

This award will demonstrate that often, despite serious resource constraints, planning within the Commonwealth can make a key difference.

**Commonwealth Planning Inclusion, Diversity, and Engagement**

This award will showcase both practical and innovative approaches that promote meaningful engagement in planning and encourage an inclusive approach that reflects the diverse experience and needs of poor and disadvantaged communities.

**Women in Planning**

This award will showcase those projects that exemplify the values and objectives put forth in the Commonwealth Women in Planning Manifesto. It will showcase plans, policies, and programs that support the specific needs of self-identified women who are living and working in the built environment.
GENERAL CRITERIA

Entries are invited which meet the aims of the Awards. All entries will be assessed against the general criteria below and entries should address these criteria in the application, noting that not all of these may be applicable. In addition, entries should also address the specific criteria for their category.

Commonwealth Context
- Demonstrate the significance of the entry to the Commonwealth.
- Demonstrate any transferable principles or elements that may be useful to others in the Commonwealth.

Planning Content and Skills
- Demonstrate the quality of professional planning work undertaken.
- Show the impact that planners have made to the success of the project and identify whether they have had an effective leadership role and/or acted as a change agent.

Sustainable Development
- Identify short, medium, and long-term public benefits arising from the project and show how the project has addressed the UN Sustainable Development Goals.

Community Engagement and Inclusive Planning
- Show how the design of the project has sought engagement with all key stakeholders - including politicians, community leaders, residents, businesses, women, youth, and other stakeholders - addressed their needs, and sought to promote equality and diversity.

Outcomes and Social Benefit
- Show how the project has, where relevant:
  - Benefited the public and well-being of society as a whole.
  - Impacted the economy.
  - Impacted the environment.
  - Taken into account Indigenous or relevant cultural values.

Good Practice
- Show what creative and innovative techniques and processes have been undertaken.
- Show how the approaches undertaken are applicable to other parts of the Commonwealth.
AWARD-SPECIFIC CRITERIA

In addition to assessment against the General Criteria, entries will be assessed against the award-specific criteria for their category, as listed below:

Criteria for Planning for the Climate Emergency Award
• Show how the project helps addresses the challenge of climate emergency:
  • through prevention, mitigation or adaptation
  • risks from natural disasters
  • incorporation of resilience planning

Criteria for Planning for Cities and Human Settlements/Plan Making in the Commonwealth Award
• Show how the project demonstrates the role that plans, plan making, and the delivery of plans can make to planning for cities and human settlements.

Criteria for Planning with Limited/Scarce Resources Award
• Show how the project overcame or adapted to resource challenges or constraints to deliver its objectives.

Criteria for Women in Planning Award
• Demonstrates the exceptional contributions of a self-identified woman or women working in planning whose work has shown leadership or a key team contribution in planning; and/or
• Demonstrates how a plan, policy, or program has positively benefitted women in a community or promoted.

Criteria for Commonwealth Planning Inclusion, Diversity, and Engagement Award
• Show how the needs of all of the potential users of the project have been taken into account to ensure everyone is able to participate equally, confidently and independently.
• Show how the projects has sought to promote equality and diversity issues including the specific needs of youth, the aged, women, ethnic groups, the mobility impaired, the poor and disadvantaged communities.
JUDGING AND ANNOUNCEMENT OF WINNERS

Entries will be judged by a panel of judges whose decision will be final. The judges will identify a short list of entries which will be published on the CAP web site and through other media channels. Commendations may be given in addition to the winner. Should the judges feel that none of the entries meets the required standard then no award will be given.

The judges are:

Kristin Agnello  
CAP Women in Planning Network Coordinator  
CAP VP Canada  
Canadian Institute of Planners

Dr. Carol Archer  
Jamaican Institute of Planners

Belinda Bukari  
Commended Entrant, 2019  
Ghana Institute of Planners

Viral Desai  
Past CAP Young Planners Network Coordinator  
Royal Town Planning Institute

Raudhiyah Dien  
CAP Women in Planning Network Member  
South African Planning Institute

Trudi Elliott CBE  
CAP Patron and Chair of Judges  
Royal Town Planning Institute

Lekwa O. Ezutah  
Nigerian Institute of Planners

Emeritus Professor Cliff Hague  
OBE CAP Honorary Vice President  
Royal Town Planning Institute

Professor Barbara Norman  
Planning Institute of Australia

Indu Weerasoori  
CAP VP Sri Lanka  
Institute of Town Planners Sri Lanka

Noraida Saludin  
Malaysian Institute of Planners

Olafiyin Taiwo  
CAP Young Planners Coordinator  
Royal Town Planning Institute

Dr Stephen Virenkyi  
CAP VP Ghana  
Ghana Institute of Planners

The winners will be announced in November 2020 by CAP President, Dyan Currie.
CAP MEMBER ASSOCIATIONS

- Bangladesh Institute of Planners
- Barbados Town Planning Society
- Belize Association of Planners
- Brunei Darussalam (Department of Town & Country Planning)
- Canadian Institute of Planners
- Cyprus Association of Town Planners
- Ghana Institute of Planners
- Institute of Town Planners, India
- Jamaican Institute of Planners
- Kenya Institute of Planners
- Malaysian Institute of Planners
- Malta Chamber of Planners
- Namibia Council of Town & Regional Planners
- New Zealand Planning Institute
- Nigerian Institute of Town Planners
- Planners Association of Dominica
- Planning Institute of Australia
- Pula Institute of Town Planners (Botswana)
- Royal Town Planning Institute
- Saint Lucia Institute of Land Use Planners
- Singapore Institute of Planners
- South African Planning Institute
- Institute of Town Planners Sri Lanka
- Tanzania Association of Planners
- Trinidad and Tobago Society of Planners
- Uganda Institute of Physical Planners
- Zambia Institute of Planners
TERMS AND CONDITIONS

- Entries must be received by the deadline date. Late entries will not be considered.
- An entry will presume that all necessary permissions or authorisations on behalf of any other person or group involved in the project have been obtained. Only one entry per project will be accepted.
- Each entry must include the name of at least one person involved in the project who is a member of a CAP Member Association.
- CAP reserves the right to publish all submitted material (including images and logos) on the CAP website and through social media and other communication channels.
- An entry will presume that there are no restrictions or fees payable for the reproduction of the photographs or any other submission materials.
- CAP is not liable for any costs you incur submitting your entry.
- The decisions of the judging panel are final and no correspondence will be entered into before or after the event.
- Entries will be disqualified if the word limits for the Entry Form Summary (150 words) and Submission Document (2,250 words) are exceeded.
- Entries will be disqualified if the file size of 10mb is exceeded.

QUESTIONS

If you have any questions about entering the Awards please contact: Annette.odonnell@rtpi.org.uk.

HOW TO ENTER

1. Complete the attached Awards Entry Form.

2. Prepare an Award Submission Document (2,250 words maximum) explaining how your entry meets the Award aims and the judging criteria for the award category you are entering. Please include any relevant illustrations, graphics, and/or web links.

Your completed Entry Form and Submission Document must be submitted by e-mail to: Annette.odonnell@rtpi.org.uk

3. Entries must be submitted before 24:00 (UK time) 23 August 2020

The Awards Entry Form and Submission Document must not exceed 10mb.

For further information about CAP please visit: www.commonwealth-planners.org
ENTRY FORM

1. Title of the entry project: ________________________________________________

2. Project location (including country): ______________________________________

3. Which award category are you entering (select one):

   □ Planning for the climate emergency
   □ Planning for cities and human settlements/planning in the Commonwealth
   □ Planning with limited/scarce resources
   □ Commonwealth Planning Inclusion/diversity/engagement
   □ Women in Planning

4. Details of person submitting the entry

   Name and qualifications: _________________________________________________

   E-mail address: _________________________________________________________

   Contact telephone number (including international dialling code): ______________

5. Individuals and Organisations involved in the project. Please include at least one person involved in the project who is a member of a CAP association and give the name of that association.

   ________________________________________________________________

6. Please indicate the organisations or individuals where appropriate to be listed on any award certificate

   ________________________________________________________________
7. Please provide a summary description of the project (150 words maximum) and submit a single graphic illustration. Note that if your entry is short-listed, this summary and graphic will be uploaded to the CAP website.

8. Please explain how your entry meets the Award aims and the judging criteria. Please include any relevant illustrations and graphics and relevant web links. Please create a separate document for this (2,250 words maximum).

9. Please note that any entries which exceed the word limits will be disqualified.