

**Ministry of Environment, Solid Waste Management and Climate
Change**



Environmental Awards

2023

**Guidelines for Participation - Public
sector**

1. Background

The Ministry of Environment, Solid Waste Management and Climate Change is launching an award competition to recognize the best environmental practices in different sectors one of which is the **Public Sector**. The aim of this Environmental Awards is to encourage Public Sector organisations to implement environmental initiatives to minimise their impacts on the environment. Such initiatives/actions could include making office buildings greener and more environmentally sustainable, waste minimization, sorting and recycling initiatives, reducing the impacts of meetings and events, promoting sustainable commuting and business travel, or adopting green public procurement.

2. Eligibility criteria

- ❖ **Registration** is open to all Ministries/Departments/their respective Divisions/ Sections/Units (*except Local Authorities and Educational Institutions*), Disciplined Forces/Parastatals/Government owned companies under the Public sector.
- ❖ Only initiatives/projects which have already been implemented within the public organisation and have demonstrated tangible results, will be considered.

3. Submission process

Participants should submit the following documents to this Ministry via email on sustainabledevelopmentdivision@gmail.com, *not later than 08th May 2023 at latest by 10hrs00.*

- ❖ The participation form should be duly filled and signed (including digital signature) by a member of senior management.
- ❖ A summary of their initiative(s) (*not exceeding 500 words*)
- ❖ A comprehensive write up (2 pager) of the best environmental practice(s) initiated and sustained within the organisation.

Ⓢ Important Note:

- *The Participation Form can be downloaded from the website of the Ministry of Environment, Solid Waste Management and Climate Change (<https://environment.govmu.org>).*
- *Only entries/ submissions sent to this Ministry on the email address sustainabledevelopmentdivision@gmail.com will be accepted **not later than 08th May 2023 at latest by 10hrs00**. Other means of submission will be automatically rejected.*
- *Upon submission of an entry, an acknowledgment email will be sent within 5 working days. In the event, participants do not receive same, they are requested to contact the Sustainable Development / Policy Planning Division on 203 6200.*
- *Contact details must be correctly and clearly written for future correspondences.*

4. Submission format for the project write-up

- ❖ Each entry should be submitted electronically as a pdf document.
- ❖ Submissions must be written in English.
- ❖ All entries should include a summary of not more than 500 words
- ❖ Cover page

5. Selection process

Jury

An independent panel of jury members will assess the project reports and select 3 best submissions for which prizes will be awarded.

6. Evaluation criteria

- ❖ The projects will be assessed based on: aims and objectives, positive impacts and benefits on the environment and the community, targets achieved and degree of success, their replicability, uniqueness and sustainability.

7. Prizes

Shields and certificates will be awarded to the 1st Prize winner and 2 runner ups.

8. Phases in the competition

- ❖ Registration will close on **08 May 2023 at 10hrs00**
- ❖ It is understood that once a public sector organisation enters the competition, jury members will be allowed to access premises of the organisation for on-site evaluation which might consist of inspection and interviews with relevant staffs.
- ❖ The initiatives of the selected nominees will be filmed in order to produce a short video for dissemination during the award ceremony and posting on the website of the ministry.
- ❖ Selected nominees will be informed at latest by **end of May 2023** via email.
- ❖ The winners will be announced during an Environmental Awards Ceremony to be held in the context of the World Environment Day Celebrations on **Monday 5th June 2023**

9. Terms & Conditions

- Participants should provide all required information in their participation forms. Failure to do so and non-compliance to the guidelines of the competition will result in disqualification.
- If the information included in the project write-up submitted or participation form is not true, the Organiser can terminate the application from further participation in the Awards. The Organiser also reserves the right in their absolute discretion to dismiss the applications contrary to the spirit of these Award Terms or the intention of the Awards.
- The decision of the Jury Panel shall be final and irrevocable.
- The Organiser may use the names of the Winners, quotes, photos, videos from the Award Ceremony where the Participants are visible in any media channels.
- The Organiser is allowed to publish any details related to the Winners, brief descriptions of their actions fostering sustainability and innovation development, their organisation names, and other related information deemed appropriate subject to the consent of the winners.
- The Ministry of Environment, Solid Waste Management and Climate Change reserves the right not to proceed with the competition.

- The Organiser will not be held liable for any entries not received for any reason such as network connectivity or hardware issues experienced while submission of participation form and project write up.

For further queries, please contact officers of the Ministry of Environment, Solid Waste Management and Climate Change (Sustainable Development/Policy Planning Division) on Tel: 203 6200 / 2119086)