



International Union of Architects
International Competitions Commission

GUIDELINES
UIA PARTICIPATION IN INTERNATIONAL AWARDS /PRIZES

**Approved by the UIA Council
May 2022**

CONTENTS

1. INTRODUCTION	3
2. PARTICIPATION APPROVAL.....	3
4. CONTACT.....	5
5. ASPECTS TO CONSIDER WHEN ORGANISING AN AWARD UNDER UIA AUSPICES	5

1. INTRODUCTION

Definition of awards/prizes

Awards exclusively concern completed designs, projects or theoretical and academic work. Although they usually concern realized professional work, they may occasionally concern student work undertaken in schools. They differ from competitions in that entries are not anonymous, but instead carry the names of their authors and eventually their clients and are completed before the launch.

The terms “award” and “prize” are used interchangeably, but neither term should be confused with an architectural design competition which is subject to the UNESCO Regulations and the *UIA Guidelines for Competitions in Architecture, Town-Planning and Related Fields* and must be conducted anonymously.

Aim and purpose of awards/prizes

Awards/Prizes recognise work of excellence in different domains and promote the highest standards of design quality, creativity and innovation. They elevate awareness for specific aims and challenges of society and the profession in addition to honouring exemplary contributions by highlighting the cultural dimension. Awards/prizes recognise the quality of work in the domain of architecture and particularly of realized projects, distinguish their authors and sometimes also the clients who commissioned the projects and advance the state of the art.

UIA support

The UIA may support international awards/prizes of external organisers that have the same goals and aims as the UIA. Such awards, which may concern realized or theoretical work, must promote the highest standards of professionalism, design quality, creativity and innovation and aim to elevate the art and science of design and construction, encourage respect for the built and natural environments and promote responsible architecture.

In particular, the UIA supports award/prizes which respect the holistic, culture-centred, interdisciplinary approach to improve quality of life in alignment with UN Sustainable Development Goals. When dealing with realized projects of architecture and urban planning, the UIA gives particular emphasis to the quality of the built environment that produces and increases cultural value and well-being in addition to contributing to responsible development.

Conditions for UIA endorsement

The UIA promotes global participation and usually only participates in awards/prizes that are global and open to professionals or students from all countries.

All UIA endorsed awards must ensure impartial and professional evaluation of the entries, respect the essential principles of equal treatment, transparency and fairness and be conducted according to the UIA rules and best practice recommendations. Endorsed awards are characterised by their cultural dimension and are not motivated by commercial gain or profit. Endorsement of awards by the UIA exposes the Union and must be carefully examined.

2. PARTICIPATION APPROVAL

The UIA Council approves requests for collaboration with external organisers and the endorsement of external awards.

New awards

The aim of a new award seeking UIA endorsement must be in alignment with the UIA’s aims.

Organisers wishing to obtain UIA endorsement should submit the award regulations (if existing) or a description of the aim, goal, task and principal conditions to the Secretary General who will forward the documents for preliminary examination to the International Competitions Commission (ICC).

The Secretary General will present the proposal accompanied by the ICC report to Council for discussion.

If Council is in favour of the proposed collaboration, the organiser will prepare a draft with the description of the award’s aim and regulations following the guidelines herein and submit it to the ICC, whose role will be to ensure

that the award complies with the set rules and best practices.

Council will be informed about the outcome. The award will be endorsed and launched once compliance has been achieved.

Ongoing awards

Council approval is not required for repetitive editions of awards that have been approved by Council unless the concept is substantially modified.

Before the launch of every edition the timetable, the jury composition and eventual minor modifications must be discussed with the Secretariat and the ICC.

Council may at any time review the overall concept of awards endorsed by the UIA in relation to the strategy and goals of the Union and decide that the endorsement of an award should not continue. Such decision will not apply to an already launched edition, which will in any case be completed.

3. FRAMEWORK FOR UIA PARTICIPATION

Organisation

The organiser shall designate an award manager, preferably an architect, responsible for the organisation and conduct of the award/prize. The award manager is the contact for all exchanges regarding the award.

Funding

The organiser is responsible for funding the award. The organiser's budget must include the prize money, if envisaged as well as due remunerations and expenses incurred by the organisation of the award. All jurors should receive an adequate fee and their eventual travel and accommodation expenses must be included in the budget. The UIA does not support awards which ask participants to pay a registration fee.

UIA consultancy and services

The ICC will advise the organiser on how to achieve compliance and implement best practice.

The UIA Secretariat will assist with the publication of the launch notice, award results and the promotion of the award.

UIA fees

UIA fees are negotiated with each organiser and determined on a case-by-case basis. The following minimum rates serve as reference. For a first edition the UIA shall receive a fee of 10,000 Euros for professional awards/prizes and 5,000 Euros for student awards/prizes. For each consecutive edition, the UIA shall receive a fee of 5,000 Euros for professional awards /prizes and of 3,000 Euros for student awards /prizes.

General conditions

1 UIA auspices and collaboration

The Organiser must obtain written approval from the UIA prior to announcing that an award/prize is being conducted under UIA auspices.

The launch notice shall be issued by the Organiser or by the UIA Secretariat and published insofar as possible simultaneously to ensure that all contestants have approximately equal time.

The UIA will publish the launch and the results on its website and notify all UIA Member Sections, technical journals and other media.

2 International participation and eligibility

The award/prize must be "international" allowing participants of different nationalities residing in different countries to apply. Eligibility must be clearly stated with fair conditions corresponding to UIA's principle of inclusiveness and openness.

Members of the Organiser's team, the jury and their associates, business partners, employees, students and close relatives are not allowed to submit entries. Any person who has been involved in the preparation of the award/prize is not eligible to participate or to assist any participant.

3 Language

The launch notice, regulations and conditions are to be published in at least one of the UIA working languages (English or French). One or both of the UIA's working languages should be declared as the official language of the award/prize.

In order to facilitate the work of the international jury, documents must be submitted in the award's official language(s) or if submitted in the participants language include a translation in the official language(s).

If necessary, simultaneous translation must be provided by the organiser during the jury sessions in order to facilitate communication among jurors.

4 Respect of Equal treatment

Conditions for participation and requirements must be the same for all participants. The jury shall see, discuss and evaluate all entries.

5 Principle of Transparency

Award /prize announcements shall clearly identify the Organiser; state the purpose of the award /prize; specify the conditions for participation; and spell out the practical requirements to be met by participants, including instructions for presentation of all required documents.

Regulations shall state the number of awards /prizes to be given and the amount of any prize money and eventual gifts to be awarded.

The jury shall be established before the launch and the names, nationalities and professions of jury members shall be listed in the launch notice as well as the brief in order to avoid conflict of interest between jurors and participants.

6 Professional evaluation and representation of the Organiser and the UIA in the jury

Impartial and professional evaluation must be guaranteed by a qualified and competent international jury composed of independent professionals of different nationalities in the major discipline of the award.

The jurors shall not be associated in any direct manner with the award Organiser or the participants. Only one juror may be a representative of the organiser.

As a general rule, the Organiser will appoint the jury members. The UIA will assist the Organiser in selecting jury members. At least one member of the jury and one alternate shall be appointed by the UIA and identified as its representatives in all announcements.

7 Prize money and Honoraria

The full amount set for awards in the regulation shall be paid out unless the jury decides not to designate an award or category winner. The Organiser shall pay all prize monies within one month of announcing the results.

The Organiser shall pay the same adequate honorarium to all jurors and cover their travel and accommodation expenses incurred in relation with the preparation and evaluation of the award.

8 Binding conditions

By participating, competitors accept all the conditions of the award.

Jury decisions are binding for the Organiser and participants.

9 Authors' and Publication rights

Authors' rights shall be respected. Participants give the right to the Organiser and the UIA to publish the submitted material of the entries for the purpose of promoting the award, its aims and for research. The names of the authors will be always mentioned.

10 Announcement of results

All members of the jury shall sign the list of award winners, as well as the jury report to be sent to the Organiser and the UIA.

The results will be made public by a date agreed upon with the UIA and stated in the regulations.

The Organiser shall notify all registered participants and the UIA of the results and make the jury report available on the award platform. If there is a public exhibition of submitted works or an award ceremony, competitors shall receive notice of the time and place.

4. CONTACT

For further information please contact the UIA Secretariat for assistance.

Email: uia@uia-architectes.org Website: <http://www.uia-architectes.org>

5. ASPECTS TO CONSIDER WHEN ORGANISING AN AWARD UNDER UIA AUSPICIES

The following guidelines list and explain the main aspects and rules that must be taken into consideration when organising an award. The essential principles to respect in all provisions are transparency, equal treatment and fairness.

Name

Award and Prize are equivalent terms. The name of the award is proposed by the organiser and approved by the UIA and is often related to the organiser's identity. Where possible, it is recommended to choose a name in relation with the award's focus, topic or goal to facilitate communication and promotion.

Internationality

UIA-endorsed awards are usually global awards. If the award concerns realized projects/buildings, the location of the project and not the nationality or place of residence of its author will determine the region in which it will belong. If the work is theoretical, it is the nationality or place of residence of the author that counts.

Eligibility

Participation in UIA-endorsed awards is in principle open to professionals from all countries of the world and not limited to UIA Member Sections. Regarding eligibility criteria, it must be taken into account that awards concern works that have already been realized and as such, proof of the capacity to practice is not relevant. Members of the Organiser's team, the Jury as well as their current business partners, employees, students and close relatives are not allowed to submit entries. Any person who has been involved in the preparation of the award/ prize, is not eligible to participate or to assist any participant.

Frequency

An award may be organised for a one edition, reoccurring editions (annual, biennial or triennial) or for a limited number of editions announced in advance. Awards are usually reoccurring. For valid reasons, it is possible to skip an edition of a reoccurring award or review the concept on the basis of experiences from previous editions.

Stages

Awards can be organised with a single or two stage procedure, the first stage being conducted at regional and the second at global level. If the award is organised as a two-stage procedure the same jury must evaluate the entries of the first and second stage in order to ensure consequent evaluation. The first stage serves as regional pre-selection and should not designate regional winners. The results of the first stage shall not be published before the end of the second stage. If the concern of the organiser is equal participation of regions, this can be ensured by procedural measures also in a single stage award. The award regulations will set a maximum number of preselected entries per region and will stipulate that the international jury evaluates all entries in a first-round and shortlists entries from each region. Nomination by national organisations is not a stage of the procedure but a preliminary step. Representatives of the Organiser and the UIA may help identify regional projects and motivate regional participation. Such promotional efforts as well as the nomination procedure cannot be considered as a first stage of the award.

Categories

An award may be structured in different categories. Categories focus on specific domains or aspects. Categories must be clearly defined and make sense when they clarify differences and specificities and serve to increase comparability but should preferably be avoided when they focus only on a partial aspect and compromise a holistic approach. If eligibility is open to all there will always be different categories for professionals and students. Awards with categories that are many in number or are not clearly defined tend to be less effective.

Participation conditions

The aim of the award and the requirements a project or work should fulfil in order to qualify for the award should be clearly stated in the brief, be pertinent in regard to the award's goals but be as minimally restrictive as possible. An eventual time limit from the completion of the work should be reasonable and in relation to the frequency of the award. It is possible for participants to submit more than one entry but preferably limit this number, for instance to a maximum of 2 entries for each category. It is also possible to limit the number of subsequent submissions of an entry that has not been awarded, for instance to a maximum of 2 subsequent submissions.

Award winner(s)

There is usually only one winner or one winner per category. Ex aequo awards are possible but not recommended. It is not necessary to rank the best entries, only to designate the winner(s). The jury may decide not to designate an award or category winner if no entry is found to be deserving of an award. Shortlisted entries should be mentioned in the awards results since they represent a distinction.

Awards recognise excellent work accomplished and honour the winner. It is possible to award a winner posthumously. It is also possible to award the author together with the client who mandated the project/work.

Prize money and gifts

Prize money for the winner(s) is recommended since it contributes to the attractiveness of the award, but not mandatory. Value and currency (preferably Euros) should be stated in the launch notice and the brief. In awards with many categories the prize money for each category must be specified.

Eventual appropriate gifts or advantages offered to the award winners should also be stated in the brief.

Prize money and gifts announced in the brief must be allocated to the award winners according to the decision of the jury. Prize money must be paid to the winners within 30 days from the announcement of the results. A certificate and/or a commemorative object may be given at the award ceremony.

Registration

Participants usually register when submitting an entry. Registration of participants with a deadline prior to the submission deadline is not recommended and is not understandable unless it is required for logistical reasons.

Timetable

The timetable must be clearly specified indicating all relevant dates. A Q&A (question and answer) round should be scheduled. Sufficient time must be given for the receipt of the documents requested for the submission of entries (minimum 1 month from the deadline of answers). Deadline for submission should in principle not be extended in the event that only few entries have been submitted. The jury must be established before the launch of the award and the names, profession and nationality of the jurors stated in the announcement notice and brief.

Jury Composition

The jury must be composed by a majority of independent practicing professionals and academicians in the main discipline addressed by the award with evidenced qualification and competence. All major disciplines concerned by the award should be represented in the composition of the jury. All jurors shall be of different nationalities.

The jury shall be composed of the smallest reasonable number of jurors (minimum 3- maximum 9) and the total number must be an odd number. The number of alternate jurors should be relative to the number of voting jurors (minimum 1- maximum 3). Alternate jurors must fulfil the same requirements as voting jurors. They attend the meetings but vote only if they replace a voting juror. The organiser will designate one juror as chair or the jury will elect a chair during its first meeting.

The names of all jurors and alternates, their profession and nationality must be stated in the launch notice and the brief. All jurors receive the same appropriate remuneration and their travel and accommodation expenses are paid by the organiser.

Selection of jurors

When appointing the jurors, the Organiser shall primarily take into consideration the competence, excellence in the award's domain, specific professional experience, affinity to the theme of the award and jury experience while parameters like balanced representation in terms of geography, cultural background, age and gender should also be considered. When possible, all regions should be represented in global awards.

Specialists

The jury may consult specialists in different domains for the evaluation of specific aspects, the. Specialists do not have the right to vote.

Submission and Deliverables

The submission requirements should be clearly specified and details provided regarding the entry documentation medium, format and content. The length of texts should be limited. Texts must be submitted in the award's official language(s) or if submitted in the participants' language include a translation into the official language(s).

Exclusions

Entries that do not respect the submission deadline will be excluded from the evaluation. The jury will deliberate and decide whether entries that do not respect formal requirements of the award or seem not to meet content requirements should be excluded. Severe measures in regard to eventual formal derogations of entry material documenting the work is not recommended since unfair competition is not a relevant issue when dealing with realized work.

Evaluation process

For the evaluation process, the jury will convene in person or meet virtually (via video conference) permitting interaction and exchange of opinions among jurors, provided that adequate technology is available and competent monitoring of the entries is ensured. The jury must view and discuss all entries. Individual evaluation and pre-selection are not permitted. The jury is bound to respect the evaluation criteria.

The jury may need to visit the shortlisted projects before making the final decision regarding the award winners.

Evaluation criteria

Evaluation criteria must be defined in accordance with the topic and aim of the award and published in the award launch notice and the brief and their formulation should allow a certain freedom of interpretation. The jury should enjoy freedom of interpretation. It is highly recommended to consider the holistic approach and respect of sustainable development goals when applicable.

Jury decisions

Jury meetings are confidential. All jurors and alternates express their opinions. Alternates vote only if they replace a titular member. Decisions are taken by majority vote with a separate vote on each entry. The chair has the casting vote in case of equal votes. It is recommended to seek consensus for the designation of the winners. The decision that no entry deserves the award requests a clear majority of 2/3. Decisions of the jury are final and binding for the organiser and the participants. They are irrevocable and unappealable.

Jury report

All jury members must sign the report which shall contain the results and the names of the winners, a general evaluation of the entries and individual critiques at least of the winner entries. The report will be made public.

Author rights

All physical submitted material (paper copies, printed matter and books) shall become the property of the Organiser. The author of any entry retains the copyright and the author's rights of the submitted work. The participants must guarantee being the authors of the submitted project/work and not infringing intellectual property rights of third parties. Organisers are advised to request from participants an author's declaration giving accurate information.

Publication rights

Participants give the right to the award Organiser and the UIA to publish the submitted material (images, illustrations, photos etc.) of the entries for the purpose of promoting the award, its aims and for research. The Organiser and the UIA may publish the entries on their website, in exhibitions, press releases, social media, publications and other communications. The names of the authors will be mentioned. Organisers are advised to request from participants to specify if any submitted material is not authorised for publication.

Announcement

The results must be notified to the winners by e-mail and published on the award website on a date announced in advance so that all participants and the public be informed. Jurors are not allowed to reveal the results before the official announcement.

Exhibition and award ceremony

After the publication of the results, all entries will be exhibited on the dates indicated by the organiser. Usually, the exhibition will take place virtually on the award website as well as the UIA website and must include the jury report. If there is a public exhibition of submitted works or an award ceremony, competitors shall receive notice of the time and place

Return of submitted material

Entries will in principle be submitted digitally. In the event that physical material is submitted, participants are advised not to submit unique original material. After the exhibition, participants can pick up the material on a specified date. They can also request that the organiser return the material via post or courier at their own expense.

Insurance

If requested to submit physical material, participants are responsible to insure it for the time of the award duration including transport. The Organiser will not insure the submitted material and cannot be held responsible for the safety or damage thereof.

Award ceremony

The Organiser may envisage to organise an award ceremony. The date should be announced in the brief or communicated later on the award platform.

Legal aspects and Dispute resolution

By submitting an entry, participants accept all conditions of the award and decisions of the jury in matters of evaluation. It is not possible to seek legal recourse vis-à-vis the Organiser and the decisions of the jury. Arbitration or mediation is usually not envisaged.

6. RECOMMENDED STRUCTURE FOR AWARD MODEL BRIEF

- name of the organising body
- information on how to access the award platform and contact the award secretariat
- aims and objectives of the award
- eligibility
- frequency of the award, stages, categories
- number of awards and prize money and eventual other rewards
- timetable
- jury composition
- clear conditions the submitted work must fulfil in order to qualify
- clear requirements for deliverables (medium, format, kind and number of illustrations, language, length of texts, forms etc)
- submission modalities
- evaluation
- authors and publication rights
- information about the exhibition
- information about an eventual award ceremony