

**Dubai International Award
for Best Practices
to Improve the Living Environment**

**SUBMISSION GUIDE AND
REPORTING FORMAT
7th CYCLE - YEAR 2008**

ABOUT THIS GUIDE

This guide provides detailed information on how to submit a Best Practice for the Dubai International Award for Best Practices to Improve the Living Environment. Specifically, users will find information on the following:

- ◆ About The Award
- ◆ Dubai Declaration
- ◆ Introduction
- ◆ The Dubai International Award
- ◆ Criteria for a Best Practice
- ◆ Submission Process
- ◆ Selection Process
- ◆ Time Table for the Year 2008 Dubai International Award
- ◆ Reporting Format used to Document a Best Practice

7th Edition: June 2007.

Please photocopy and distribute these guidelines as necessary.

The submission guide and a downloadable file for nominating a best practice are available from: www.bestpractices.org/bp2008.

An online reporting form is available at: www.dm.gov.ae

ABOUT THE AWARD

The DIABP was established under the directive of the late Sheikh Maktoum Bin Rashid Al Maktoum, during the United Nations International Conference that convened in Dubai between 19 – 22 November, 1995 with 914 participants from 95 countries, to recognize best practices with positive impact on improving the living environment. H.H. Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the U.A.E. and the Ruler of Dubai and H.H. Sheikh Hamdan Bin Rashid Al Maktoum, Deputy Ruler of Dubai, Minister of Finance and Industry and Chairman of Dubai Municipality have continued to support this Award.

The Award reflects the policy and commitment of Dubai Government and the United Arab Emirates towards sustainable development of human settlements and protection of the environment on the basis of mutual international cooperation.

DUBAI DECLARATION:

One of the most important outcomes of the above mentioned conference was the adoption of the Dubai Declaration, which established, guiding principles and distinctive criteria to identify practices worthy of recognition and propagation.

Subsequently, the Dubai Declaration was adopted by the United Nations Conference on Human Settlements (Habitat II), and also by the World Association of Cities and Local Authorities that were held in Istanbul, Turkey in June 1996.

INTRODUCTION

Best practices are outstanding contributions to improve the living environment. They are defined by the United Nations and the International Community at large as successful initiatives which:

- Have a demonstrable and tangible impact on improving people's quality of life;
- Are the result of effective partnerships between the public, private and civic sectors of society;
- Are socially, culturally, economically and environmentally sustainable.

Best Practices are promoted and used by the United Nations and the International Community as a means of:

- Improving public policy based on what works;
- Raising awareness of decision-makers at all levels and of the public of potential solutions to common social, economic and environmental problems;
- Sharing and transferring knowledge, expertise and experience through networking and peer-to-peer learning.

The original call for best practices was launched in 1996 during the Second United Nations Conference on Human Settlements (Habitat II) as a means of identifying what works in improving living conditions on a sustainable basis. An International Conference on Best Practices was held in Dubai in November 1995. The Conference adopted the Dubai Declaration and established the Dubai International Award for Best Practices to Improve the Living Environment in 1995.

As a result of six successive Award cycles in 1996, 1998, 2000, 2002, 2004 and 2006

currently there are over 2,700 good and best practices from 140 countries featured on the Best Practices Database. At each cycle, an independent committee of technical experts (Technical Advisory Committee) identifies good and best practices and prepares a shortlist. An International Jury selects the award winners from the shortlist.

Starting in 2006, the Dubai International Award consists of 12 Awards, the traditional 10 for best practices, and 2 for best practices transfers.

Dubai Municipality will present the Seventh Dubai International Award to a new group of 12 Best Practices Laureates in October 2008.

We look forward to receiving your submission.

THE DUBAI INTERNATIONAL AWARD FOR BEST PRACTICES TO IMPROVE THE LIVING ENVIRONMENT (DIABP)

1. Purpose:

To recognise and enhance awareness of outstanding and sustainable achievements in improving the living environment as per the basic criteria established by the Second United Nations Conference on Human Settlements (Habitat II) and the Dubai Declaration.

2. Award:

The total amount of the Award is US\$ 480,000 (Four hundred and eighty thousand US Dollars). This amount will be divided as follows:

- (a) US\$ 360,000 (Three hundred and sixty thousand US Dollars) divided between twelve Practices, two of which are reserved for Best Practices Transfers.
- (b) US\$ 120,000 (One hundred and twenty thousand US Dollars) towards management expenses including travel and accommodation for a delegation of up to two people for each award winning practice.
- (c) Each award winner will also receive a trophy and commemorative certificate especially designed for the award.

3. Periodicity:

The award is presented biennially.

4. Eligibility:

The Award is open to:

- (a) Government organizations or agencies; including bilateral aid agencies;
- (b) National Habitat committees or Focal Points;
- (c) Multilateral Agencies (United Nations Agencies, World Bank, etc.);
- (d) Cities, local authorities or their associations;
- (e) Non-governmental organizations (NGOs);
- (f) Community-based organizations (CBOs);
- (g) Private Sector;
- (h) Research and academic institutions;
- (i) Media;
- (j) Public or Private foundations;
- (k) Individuals are eligible for the Dubai International Award provided that they are submitting a specific initiative or project that meets the Best Practice criteria.

5. Criteria and Considerations for a Best Practice

The major criteria for a best practice to be considered for the award include:

5.1 **Impact:** A best practice should demonstrate a positive and tangible impact on improving the living environment of people particularly the poor and disadvantaged.

a. Sustainable Shelter and Community Development:

- i. Extension of safe water supply and sanitation;
- ii. Affordable housing, services and community facilities;
- iii. Access to land, secure tenure and finance;
- iv. Community-based planning and participation in decision making and resource allocation;
- v. Inner-city core, neighbourhood and settlement revival and rehabilitation;

vi. Safe and healthy building materials and technologies.

b. Sustainable Urban and Regional Development:

- i. Job creation and eradication of poverty;
- ii. Reduction of pollution and improvement of environmental health;
- iii. Improved access to public transport and communication;
- iv. Improved waste collection, recycling and reuse;
- v. Greening of the city and effective use of public space;
- vi. Improved production and consumption cycles, including replacement/reduction of non-renewable resources;
- vii. Protection and conservation of natural resources and of the environment;
- viii. More efficient energy use and production;
- ix. Preservation of historically/culturally important sites;
- x. Formulation and implementation of integrated and comprehensive urban development strategies.

c. Sustainable, Efficient, Accountable and Transparent Settlements Management:

- i. More effective and efficient administrative, management and information systems;
- ii. Gender equality and equity in decision-making, resource-allocation and programme design and implementation;
- iii. Crime reduction and prevention;
- iv. Improved disaster preparedness, mitigation and reconstruction;
- v. Social integration and reduction of exclusion;
- vi. Leadership in inspiring action and change, including change in public policy;
- vii. Promotion of accountability and transparency;
- viii. Promotion of social equality and equity;
- ix. Improvement of inter-agency co-ordination.

5.2 **Partnership:** Best practices should be based on a partnership between at least two of the actors mentioned in item 4.

5.3 **Sustainability:** Best practices should result in lasting changes in at least one of the areas listed below:

- (i) Legislation, regulatory frameworks, by-laws or standards formally recognising the issues and problems that have been addressed;
- (ii) Social policies and/or sectoral strategies at the (sub) national level that have a potential for replication elsewhere;
- (iii) Institutional frameworks and decision-making processes that assign clear roles and responsibilities to various levels and groups of actors, such as central and local governmental organisations and community-based organisations;
- (iv) Efficient, transparent and accountable management systems that make more effective use of human, technical, financial and natural resources.

Additional Criteria and Considerations:

The following criteria will be used by the Technical Advisory Committee and Jury for differentiating between good, best and award winning practices.

5.4 **Leadership & Community Empowerment:**

- (i) Leadership in inspiring action and change, including change in public policy;
- (ii) Empowerment of people, neighbourhoods and communities and incorporation of their contributions;
- (iii) Acceptance of and responsiveness to social and cultural diversity;
- (iv) Potential for transferability, adaptability and replicability;
- (v) Appropriateness to local conditions and levels of developments.

5.5 **Gender Equality and Social Inclusion:**

Initiatives which: accept and respond to social and cultural diversity; promote social equality and equity, for example on the basis of income, gender, age and physical/mental condition; and recognise and value different abilities.

5.6 **Innovation Within Local Context and Transferability:**

- (i) How others have learnt or benefited from the initiative.
- (ii) Means used for sharing or transferring knowledge, expertise and lessons learnt.

5.7 **Transfers:**

- (i) Tangible impact resulting from the transfer of one or more of the following: ideas, skills, processes, knowledge or expertise, and technology;
- (ii) Changes in policies or practices.
- (iii) Sustainability of the transfer as part of a continuous process of learning and change.

6. **Submission Process**

6.1 Best practices shall be submitted in accordance with the reporting format.

6.2 The reporting format is appended as Annex 1: on-line format on the Internet. Hard copy submissions will also be accepted in exceptional cases where electronic versions are not possible.

6.3 *Submissions shall be made in English.* Submissions in Arabic, French and Spanish should be accompanied by an English translation. Submitters are strongly advised not to use machine translation.

6.4 Submitters are encouraged to include the following supporting materials (optional):

- (a) Articles appearing in newspapers, professional journals, newsletters or other publications;
- (b) Digital standard format videos less than 10 minutes in length;
- (c) Photographs and/or other graphic material;
- (d) Brochures or other promotional material.

6.5 Submissions shall be sent to either UN-HABITAT or Dubai Municipality. Submissions should be done via e-mail, or mail. Dubai Municipality or UN-HABITAT may forward any submission for review or validation to a partner institution. Submissions reaching UN-HABITAT by 31st January 2008 may benefit from substantive feedback if so requested.

6.6 All submissions received will be acknowledged and assigned a catalogue number by UN-HABITAT for documentation (code, name of submitter, subject, etc) purposes and for eventual inclusion in the Best Practices Database. UN-HABITAT shall inform all

submitters the status of their submission.

6.7 Partners may contact the submitters to provide effective assistance to them by reviewing the documents with the objective of ensuring their compliance with the criteria as well as the rules and regulations of the award and advise them of any further actions required. Partners will forward the validated submissions meeting the award criteria to UN-HABITAT.

7 Selection Process

The deadline for submissions is 31 March 2008. Submissions received by this date will undergo the following selection process:

7.1 All submissions complying with the reporting format and meeting the basic Best Practices criteria shall be forwarded to an independent, Technical Advisory Committee (TAC) for review.

7.2 The TAC shall review all submissions and prepare a comprehensive report including:

- (a) Description of the selection process;
- (b) List of approximately 100 Best Practices;
- (c) Short list of up to 48 submissions to be forwarded to the Best Practices Jury for final selection of the Award recipients including specific recommendations on practices to be awarded for transfers.

7.3 The Best Practices Jury shall review the short listed Best Practices to select those initiatives deserving of the Dubai International Award. The Jury may recommend less than twelve or none for the Award depending on the quality of the submissions.

All submitters will be notified of their status following the final selection by the Jury.

**TIMETABLE FOR THE 2008 (7th Cycle)
DUBAI INTERNATIONAL AWARD**

- 31st January 2008:** Deadline for submissions requesting substantive feedback on compliance with criteria or reporting format.
- 31st March 2008:** Deadline for receipt of submissions for consideration for the 2008 Award and inclusion in Best Practices Database.
- June 2008:** Evaluation of submissions by the Technical Advisory Committee – selection of up to 100 submissions that deserve to be considered as Best Practices and short-listing of a maximum 48 initiatives to be forwarded to the International Jury with specific recommendations on practices to be awarded for transfers.
- July 2008:** International Jury selects Award winners
- October 2008:** Best Practices Award ceremony

Annex I: BEST PRACTICES REPORTING FORMAT

Please provide the following information when submitting your best practice:

1. a) Name of the Best Practice
b) City/Town
c) Country
d) Region: **“Choose one:
Africa,
Arab States,
Asia & Pacific,
Europe,
Latin America,
Caribbean, North America.”**
e) *Has this initiative been submitted previously? YES or NO
If yes, when and what was the title?*
2. **Address of the Best Practice**
Name of the Organization,
Street,
P.O. Box,
City/Town, Postal Code,
Country,
Telephone (Country code) (City code) number
Fax (Country code) (City code) number
Email addresses. Of contact person
3. **Contact Person**
4. **Type of Organisation: choose from the following:**
 - Central Government
 - Para-statal
 - Non-Governmental Organisation
 - International Agency
 - Professional Association
 - Media
 - Technical Experts/Consultants
 - Others, please specify
 - Local Authority
 - Private Sector
 - Community-Based Organisation
 - Foundation
 - Academic/Research
 - Philanthropist
 - Network
5. **The Nominating Organisation (only if different from above).**
 - a) **Name of Organisation**
 - b) **Address of the Organisation**
(including street, P.O. Box, City/Town, Postal Code, Country, Telephone, Fax and Email addresses. N.B. Please ensure country and city-codes are provided for telephone and fax. Please Note that the address should be provided below in the sequence given above.)
 - c) **Contact Person**
 - d) **Type of Organisation**

- Central Government
- Para-statal
- Non-Governmental Organisation
- International Agency
- Professional Association
- Media
- Technical Experts/Consultants
- Local Authority
- Private Sector
- Community-Based Organisation
- Foundation
- Academic/Research
- Philanthropist
- Others, please specify

6. The Partners

Partner 1

a) Name of Organisation

b) Address of the Organisation

(including street, P.O. Box, City/Town, Postal Code, Country, Telephone, Fax and Email addresses. N.B. Please ensure country and city-codes are provided for telephone and fax. Please Note that the address should be provided below in the sequence given above.)

c) Contact Person

d) Type of Organisation

- Central Government
- Para-statal
- Non-Governmental Organisation
- International Agency
- Professional Association
- Media
- Technical Experts/Consultants
- Local Authority
- Private Sector
- Community-Based Organisation
- Foundation
- Academic/Research
- Philanthropist
- Others, please specify

e) Type of Support:

- Financial Support
- Political Support
- Other (Please specify)
- Technical Support
- Administrative Support

Partner 2

a) Name of Organisation

b) Address of the Organisation

(including street, P.O. Box, City/Town, Postal Code, Country, Telephone, Fax and Email addresses. N.B. Please ensure country and city-codes are provided for telephone and fax. Please Note that the address should be provided below in the sequence given above.)

c) Contact Person

d) Type of Organisation

- Central Government
- Para-statal
- Non-Governmental Organisation
- International Agency
- Professional Association
- Media
- Technical Experts/Consultants
- Local Authority
- Private Sector
- Community-Based Organisation
- Foundation
- Academic/Research
- Philanthropist
- Others, please specify

f) Type of Support:

- Financial Support
- Political Support
- Other (Please specify)
- Technical Support
- Administrative Support

Partner 3

a) **Name of Organisation**

b) **Address of the Organisation**

(including street, P.O. Box, City/Town, Postal Code, Country, Telephone, Fax and Email addresses. N.B. Please ensure country and city-codes are provided for telephone and fax. Please Note that the address should be provided below in the sequence given above.)

c) **Contact Person**

d) **Type of Organisation**

- Central Government
- Para-statal
- Non-Governmental Organisation
- International Agency
- Professional Association
- Media
- Technical Experts/Consultants
- Local Authority
- Private Sector
- Community-Based Organisation
- Foundation
- Academic/Research
- Philanthropist
- Others, please specify

e) **Type of Support:**

- Financial Support
- Political Support
- Other (Please specify)
- Technical Support
- Administrative Support

Partner 4 (Same as above)

Partner 5 (Same as above)

Partner 6 (Same as above)

Partner 7 (Same as above)

7. Financial Profile

Using the table below, provide a financial overview of the annual budget of the best practice for the past 3 to 5 years indicating the sources and amounts of contributions from each partner (up to 10partners). Please also specify the name of each partner.

Partner	Year 2003	Year 2004	Year 2005	Year 2006	Year 2007	TOTAL
Partner 1 (Amount)						
Partner 2 (Amount)						
Partner 3 (Amount)						
Partner 4 (Amount)						
Partner 5 (Amount)						
Partner 6 (Amount)						
Partner 7 (Amount)						
Partner 8 (Amount)						
Partner 9 (Amount)						
Partner 10 (Amount)						

Total Budget (US \$)						
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8. Category of the Best Practice:

From the list below, select **no more than three** themes describing the focus of your work. Then, select as appropriate, the sub-categories from those themes that best describe the Best Practice. *Please note that categories and sub-categories are entered to facilitate the database search and you can choose as many sub-categories as you feel appropriate, but they must be from the three main categories you have selected.*

Poverty Reduction

- Income generation
- Vocational training
- Equal access to jobs, credit and training
- Job creation
- Access to credit

Economic Development

- Local / metropolitan economic development
- Enterprise development (formal & informal sectors)
- Capital formation and entrepreneurship
- Co-operative opportunities
- Equal access to economic resources
- Industrial development
- Investment development
- Training
- Micro-credit

Social Services

- Education
- Health and welfare
- Crime reduction and prevention
- Equal access to social services (especially by women)
- Recreation
- Public safety
- Justice system reform
- Vulnerable groups including women

Environmental Management

- Pollution reduction
- Environmentally sound technologies
- Environmental health
- Ecological sustainability
- Resource management
- Indicators of sustainability
- Urban greening
- Environmental remediation
- Integrated assessment, monitoring and control, and "green" accounting
- Incentives for sound management
- Eco-tourism

Infrastructure, Communication, Transportation

- Energy use, conservation and production
- Communication and media
- Waste-management and treatment
- Infrastructure technology
- Equal access to infrastructure (especially by women)
- Transportation and mobility
- Safe-water provision
- Drainage and sanitation
- Eco-sanitation

Housing

- Affordable housing production
- Access to housing finance and improvement
- Construction industry
- Equal access to housing resources and ownership
- By-laws and standards

- Homelessness
- Slum and settlement upgrading
- Building materials and construction technology
- Rental housing

Land Use Management

- Land use planning
- Development incentives
- Land development
- Estate management
- Geographical information systems
- Open space conservation
- Urban/suburban renewal
- Equal rights to ownership and inheritance (especially by women)

Urban Governance

- Urban management & administration
- Legislation
- Participatory budgeting and decision-making development
- Resource mobilization
- Management and information systems
- Monitoring, evaluation, and auditing
- Women in leadership roles
- Public-private partnerships
- Partnership with civil society
- Public policy
- Human resources and leadership
- Decentralization
- Institutional reform
- Transparency and accountability
- Metro/urban-wide government

Civic Engagement and Cultural Vitality

- Community participation
- Expression and animation
- The arts and cultural development
- Social and cultural vitality
- Civic awareness and education
- Respect for cultural diversity

Gender Equality and Social Inclusion

- Gender roles and responsibilities
- Women empowerment
- Control of resources
- Removing barriers to equity
- Social integration
- Prevention of abuse of immigrants/migrants
- Gender specific needs
- Access to resources
- Legislation
- Ethnicity
- Women's safety

Disaster and Emergency

- Reduction of vulnerability
- Contingency planning and early warning systems
- Hazard and risk reduction and mitigation
- Post-disaster rehabilitation/
- Civic awareness and preparedness
- Response capacity
- Life-line systems
- Risk assessment and zoning

reconstruction

- Gender specific risks and needs

Production and Consumption Patterns

- Waste reuse and recycling
- Clean energy production
- Resource conservation
- Producer responsibility
- Energy efficiency
- Water use and consumption
- Consumer awareness
- Production/consumption cycles

Urban and Regional Planning

- Localizing Agenda 21
- Budgeting
- Urban renewal
- Consultative process
- Regional planning
- Metro/urban-wide planning
- Strategic planning
- Urban-rural linkages
- Capital investment programming
- Community-based planning
- Conflict management and mediation
- Cultural heritage conservation
- Regional resource planning
- Cultural heritage/conservation planning
- Planning regulations

Technology, Tools and Methods

- Software and hardware
- Technology transfer
- Planning tools and techniques
- Information and communications technology and systems
- Training and capacity building
- Management tools and systems
- Research and development
- Networking
- Appropriate technologies

Children and Youth

- 0-9 years
- Health and nutrition
- Environmental programmes with a youth focus
- Recreational/cultural programming
- Community support programmes
Especially difficult circumstances (abuse, child labour, war)
- 10 years to adult
- Education and vocational training (including day care, after school care)
- Children's participatory planning and leadership development
- Legislation/advocacy
- Youth at risk

Architecture and Urban Design

- Affordable/ecological design
- Sustainable community design
- Historic preservation
- Green building
- Landscape design
- Eco-friendly building materials

Older Persons

- Safe/accessible dwelling design
- Health
- Multi-generational activities
- Group homes
- Participation
- Employment and financial security
- Transportation

Use of Information in Decision Making

- Indicators and statistics
- Management (Management Information Systems)
- Use of media and awareness-building
- Research
- Gender disaggregated data & analysis
- Mapping (Global Information Systems)
- Use of Information and Communication Technology
- Improved access and participation
- Policy making

Water and Sanitation

- Water supply & demand management
- Low-cost sanitation
- Provision for basic services by micro-enterprises
- Services for urban poor
- Eco-sanitation
- Public/Private/Community Partnerships

Housing and Human Rights

- Implementation of the right to adequate housing
- Security of tenure
- Provision of public infrastructure for adequate housing
- Housing habitability and cultural adequacy
- Equal rights to ownership and inheritance (by women)
- Prevention of forced eviction
- Secure tenancy
- Housing accessibility
- Housing affordability

HIV-AIDS

- Municipal strategies for combating HIV-AIDS
- HIV/AIDS Orphans, foster care, child-headed households
- Legal / Policy Reform
- Public/Private/Community Partnerships
- Advocacy and Information Initiatives; use of Media
- Gender impact of HIV/AIDS (particularly women)

Technical and International Cooperation

- Multilateral cooperation & assistance
- City-to-city cooperation
- Peer to peer exchanges and learning
- Leadership development
- Bilateral cooperation and assistance
- Networking
- Training and continuing education

Resilient Communities

- Natural disasters
- Health crises
- Strategic partnerships.
- Economic shocks
- Conflict and terrorism

9. Level of Activity

Select one of the following that best describes the usual level of activity:

- Global
- Provincial/State
- Neighbourhood
- Regional (international)
- Metropolitan
- Village
- National
- City/Town
- International

10. **Eco-System**

Select the eco-system in which your initiative usually operates:

- Arid/Semi-Arid
- High Plateau
- River Basin
- Coastal
- Island
- Tropical/Sub-Tropical
- Continental
- Mountain

11. **Summary**

In no more than 300 words, summarise the objectives and achievements of the initiative. Please note that the summary should be in narrative and not in point form.

12. **Key Dates**

Provide no more than five dates that are significant to the initiative and for each date describe in no more than five or six words its significance.

13. **Narrative** Please observe the word limits specified overall, and under each headings:

In 2000 words or less, use the following headings and suggestions to describe your work.

SITUATION BEFORE THE INITIATIVE BEGAN [Approximately 50 WORDS]

Describe the situation before the initiative began. What major problems and issues needed to be addressed in the area? What approximate population size within what approximate geographic area? What social groups e.g. women, youth, ethnic minorities, were affected and in what ways?

ESTABLISHMENT OF PRIORITIES [Approximately 100 WORDS]

List the priorities of the initiative. How was prioritization done and what groups were involved? Please specify leadership and gender specific roles where appropriate.

FORMULATION OF OBJECTIVES AND STRATEGIES [Approximately 100 WORDS]

Provide a summary of the main objectives and strategies of the initiative, how they were established and by whom. Please specify any gender specific objectives and strategies. Describe policies and strategies adopted for city-wide development, where applicable.

MOBILISATION OF RESOURCES [Approximately 200 WORDS]

Describe how financial, technical and human resources were mobilized and where they came from including any form of bilateral and/or multilateral assistance. Specify key actors (including community/women's groups), organisations or institutions that were/are responsible and accountable for managing the resources.

PROCESS [Approximately 400 WORDS]

Describe the problems faced in implementing the initiative, how were they overcome, and the problems that remain to be solved. Describe also how people (men and women),

communities, organisations and institutions participated in the initiative. Describe how people, communities and organisations participated in decision making processes and what their inputs were, with regard to basic needs, civil rights and/or policies. Provide a summary of tools, methods, and/or benchmarks that were used for assessing performance, who is using them and how often. For example: report cards, joint assessments etc. Weekly, monthly etc.

RESULTS ACHIEVED [Approximately 250 WORDS]

Describe to what extent the objectives listed above were realised, how the impact was measured, quantitatively and qualitatively and who benefited and how. Describe how the initiative has resulted in, for example:

- Actual improvement achieved in people's living conditions including women and children;
- Better co-ordination and integration between various actors, organisations or institutions;
- Changes in local, national or regional social, economic and environmental policies and strategies;
- Improved institutional capacity at the national, sub-national or local levels;
- Changes to local or national decision-making, including the institutionalisation of partnerships;
- Recognising and addressing specific opportunities and constraints;
- Changes in the use and allocation of human, technical and financial resources at the local/national level;
- Changes in people's attitudes, behaviour and in the respective roles of women and men.

SUSTAINABILITY [Approximately 300 WORDS]

Describe how the integration of the social, economic, environmental, institutional and cultural elements of sustainability was achieved, particularly with regards to:

- Financial: The use and leveraging of resources, including cost recovery, indicating how loans, if any, are being paid back and their terms and conditions;
- Social and Economic: Gender equity, equality and social inclusion, economic and social mobility;
- Cultural: Respect for and consideration of attitudes, behaviour patterns and heritage;
- Environmental: Reducing dependence on non-renewable resources (air, water, land, energy, etc.), and changing production and consumption patterns and technology. E.g. Composting, recycling etc.
- Institutional: Legislation, regulatory frameworks, by-laws or standards formally addressing the issues and problems that have been dealt with by a practice; Social policies and/or sectoral strategies at the (sub) national level that have a potential for replication elsewhere; Institutional frameworks and decision-making processes that assign clear roles and responsibilities to various levels and groups of actors, such as central and local governmental organisations and community-based organisations; Efficient, transparent and accountable management systems that make more effective use of human, technical, financial and natural resources.

LESSONS LEARNED [Approximately 300 WORDS]

Describe the three or four most important lessons learned and how these lessons have been or are being incorporated in your initiative and/or other initiatives. Describe any lessons learned from other initiatives that were incorporated into your initiative. Describe how these lessons learned have been or are being taken into consideration in determining ongoing or future

policies, strategies and action plans for example, what would you do differently or avoid doing in scaling up or transferring your experience?)

TRANSFERS [Approximately 400 WORDS]

- a) **Transferability:** In this section, please describe how your initiative has benefited from the experience or expertise of other practices. Describe how your initiative could be replicated. If the process of replication has commenced, please indicate when and by whom.
- b) **Transferred Best Practice:** **This section applies only to those who are submitting their practice specifically for one of the two awards earmarked for best practice transfers.**

A Best Practice transfer is defined as a process whereby two or more parties engage in a mutual and structured exchange to learn from one another in view of improving processes, skills, knowledge, expertise or technology for the purpose of improving the living environment. Transfers can occur within a country or between countries. They include institutionalised transfers such as City-to-City Cooperation, or may take place spontaneously. In applying for this special category of the Dubai International Awards, applicants are requested to provide the following information:

- a) Describe how the transfer was initiated and by whom;
- b) Describe the purpose of the transfer and what the transfer involved (staff exchanges, study tours, ad hoc technical assistance, etc.) including the involvement and facilitation of any third parties such as a training or capacity-building institution or a governmental, bilateral or multilateral sponsor;
- c) Describe the resource and financial implications involved in the transfer including staff time, travel, transfer of funds, software or technology, etc;
- d) Describe any adaptations required in for example, tools, methods or technology, in response to differences in social, economic or cultural aspects between the original practice and the recipients of the transfer.
- e) Describe the results or impact of the transfer in, for example, changes in policy, management tools and methods, lasting change to the living environment;
- f) Describe lessons learned from the transfer and what you would do differently in the event of future transfers.

RELATED POLICY/IES OR LEGISLATION [Approximately 200 WORDS]

Has this practice been supported by a municipal, regional or national public policy or legislation? If so, please describe briefly. Similarly, have any policy changes or new laws been enacted as a result of this practice? If so, please describe briefly. Include information on laws, regulatory frameworks, by-laws or standards and on accepted decision-making processes, and management systems.

14. References

Using the format below, please identify any articles appearing in professional or other publications (including newspapers), focusing on the Best Practice. List no more than 10 articles or publications starting with the most recent. Please follow the sequence given below.

Title of Article: Source (include author, publication title, volume/number, date, and page number(s):

15. **Supporting Materials**

You may wish to provide us with supporting materials of your initiative including: Professional photographs, videos cassettes, CD-Rom, video CD, DVD and printing material depicting the situation before, during and after the initiative was implemented. Digital photographs should be in 300 DPI or higher resolution. Please send your material separately by email to <bestpractices@unhabitat.org> or by courier/post to **Best Practices and Local Leadership Programme**, UN-HABITAT, United Nations Avenue, Gigiri, P.O. Box 30030, Nairobi, Kenya. Please note that supporting materials will not be returned unless accompanied by a pre-paid return courier service coupon or similar.