

eASIA awards Manual

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eASIA Awards Secretariat

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1. Introduction

The eASIA Awards are administrated by the Asia Pacific Council for Trade Facilitation and Electronic Business (AFACT). The event aims at promoting the achievement of AFACT member countries/economies in the development of trade facilitation, electronic business policies and activities, and initiatives for bridging digital divide in the Asia Pacific Region. The purpose of the eASIA Award is to recognize the significance and great effort made within AFACT community and to encourage exchange of best practices. The event also intends to develop the mutual understanding and experience sharing between member countries/economies by showcasing the shortlisted projects in the eASIA Award Exhibition. The awarded project organizations can also play a role of consultant or trainer to be invited to some AFACT member countries/economies where the HoDs deem it valuable to introduce the best practices to their relevant governmental agencies or private sectors.

2. eASIA Awards Categories¹

There are totally five categories of eASIA Award, namely:

- *Trade Facilitation*
- *Electronic Business in the Public Sector*
- *Electronic Business in the Private Sector*
- *Bridging Digital Divide*
- *Special Honorary*

Trade Facilitation

The award will be focused on projects that: 1) improve the balance among governmental legislation, 2) enhance international trade and eBusiness, 3) increase information visibility, by evaluating the concrete effects on trade regulatory and facilitating agencies control and security, tax-related efficiency, trade promotion, and business efficiency, 4) adopt a leading model in terms of simplification in trade procedures, single entry point, 5) implement innovative application of UN/CEFACT standards and recommendations, and have promoted service performance, and 6) successfully enable bilateral or multi-lateral international cooperation.

¹ These categories may be changed, if desired by StC, depending on the need of the time.

Electronic Business in the Public Sector

The public sector category refers to the distinguished government initiated projects using Internet technology and standards to drive eGovernment and eIndustry² programs significantly to enhance internal and/or external alliance as well as eBusiness or public service efficiency. Projects as a leading model which generates excellent outcomes and benefits in term of awareness raised, a mechanism of collaboration and connection over Internet across organization, supply chain and industry, as well as significant increase in the overall productivity or competitiveness will be recognized. For the case of G2G, G2B, or G2C project, user satisfaction resulted from friendly and innovative public service delivery is emphasized.

Electronic Business in the Private Sector

The private sector category is for the projects being executed among private institutions to enhance internal and/or external eBusiness alliance as well as eCommerce efficiency. Projects as a leading model, which generates excellent outcomes and benefits in terms of collaboration and connection over internet within organization, across value chain, as well as significant increase in the productivity or competitiveness, will be recognized.

Bridging Digital Divide

The category will be focused on projects that ensure the equal opportunity of people **and businesses** in technology usage, such as: 1) broaden access of computers, the Internet, and high-speed networks, 2) provide people **and businesses** with the skilled teachers and training they need to master the information economy, and 3) promote online contents and applications that will help empowering all people and businesses to use new technologies to their fullest potential.

Special Honorary

The category will be honoring the person, group, organization or governmental unit with significant contribution, which improves the development of trade facilitation, eBusiness, international collaboration, and

² *eIndustry related projects are initiated by governmental agencies for the purpose of advancing the overall productivity and competitiveness of that specific industry by implementing ICT applications and/or eBusiness.*

resultant in credit to AFACT community.

3. Eligibility

The contest is open to any company/organization nominated by Head of Delegation of AFACT member countries/economies within the due time.

4. General Rules & Regulations

1. Entries must be enrolled as projects instead of individuals or organizations.
2. The project must be a new venture and initiated in the last three years (*between from to date*) with concrete accomplishments, which had not received eASIA Award before. Or it is a new phase of a previous project in the last three years, which may or may not participate in the eASIA Award contest.
3. Each HoD from AFACT member country/economy can nominate maximally two projects for each of the first 4 categories of the awards.
4. The projects can be accepted, if they are executed/implemented in any AFACT member country/economy and are forwarded by the HoD of that member country/economy only.
5. The Special Honorary Award candidate would be nominated by StC members and approved in consensus.
6. All entries should be provided in the electronic files as a set of recommendation, application form, and project profile. Files must be submitted in PDF format.
7. All entries presented in electronic files should be e-mailed to [emailid](#), or mailed in the form of CD-ROM to the following addressee by *specified date*:

“eASIA Awards, Secretariat”,
Address

8. The entries will then be reviewed by the eASIA Awards host Secretariat initially for basic criterion. The Evaluation Committee members will evaluate and select the contestants as the semi-finalists by *specified date*. The number of semi-final contestants for each category selected from the first evaluation will depend on the decision of eASIA Award host Secretariat in consultation with StC.
9. By participating in the award program, it is expected that the participant has granted the eASIA Awards host Secretariat and

- AFACT Secretariat permission to use their project name and abstract for publicity purposes, for this or similar promotions, without compensation.
10. The organizer will not be responsible for any loss of intellectual property rights that may result from submitting the project or attending that year's eASIA Awards event.
 11. The organizer will not be responsible for applications not being received due to the following reasons:
 - a) lost, failed, delayed or interrupted connections or miscommunications, or other electronic malfunctions, and
 - b) lost, late mutilated, illegible, incomplete, postage delay or misdirected mailed applications.
 12. The organizer will not be responsible for incorrect or inaccurate entry information, caused by persons or by any of the equipment, or programming associated with or utilized in the program, or by any human error which may occur in the processing of the applications.
 13. The submissions would convey no intellectual property rights to the organizer and sponsors.
 14. All entries will become the property of the organizer and will not be returned.
 15. The Evaluation Committee will be consisting of members from AFACT Steering Committee and representative from UN/CEFACT, UN/ESCAP and/or other international institutions. The decisions made by the committee will be final. In case any member of the evaluation committee fails to turn up, eASIA Awards host Secretariat will substitute him/her with an eminent local expert.
 16. Final Evaluation will take place on the day of award, where winners from each Category and for special Honorary Category, if any, will be selected and awarded the trophy in an open-to-public award ceremony. The number of awards in each category will depend on the decision of eASIA Award host Secretariat in consultation with StC.
 17. The project leaders and/or representative of semi-finalists will have to make the presentations in person in front of the Final Evaluation panel on the day of award. The project leader will also present the project during that year's EDICOM through a stall/booth provided by the host.
 18. eASIA Awards host Secretariat will be sponsoring one person from each semi-final project the round trip airfare (most cost effective direct route in economy class) and hotel accommodation in a three star or above rating hotel or equivalent quality standard lodge for three nights.

19. eASIA Awards host Secretariat will only be sponsoring the evaluators invited from UN/CEFACT and UNESCAP the round trip airfare (most cost effective direct route in economy class) and hotel accommodation in a four star hotel or equivalent quality standard lodge.
20. For any queries the eASIA Awards host Secretariat may be contacted.

a. Recommendation Form (to be filled by the HoD of the country/economy)

Recommended Project:
Category: <input type="checkbox"/> Trade Facilitation <input type="checkbox"/> Electronic Business in Public Sector <input type="checkbox"/> Electronic Business in Private Sector <input type="checkbox"/> Bridging Digital Divide (Select only one category for a project)
Recommended by: (in print by the HoD)
Rational:
Signature of the HoD: Date:

b. Application Form (to be submitted by the project lead)

Country/Economy:	Date:
Project Title:	
Organization:	
Category: <input type="checkbox"/> Trade Facilitation <input type="checkbox"/> Electronic Business in Public Sector <input type="checkbox"/> Electronic Business in Private Sector <input type="checkbox"/> Bridging Digital Divide (Select only one category for a project)	
Project Leader:	Job title:
Phone Number:	
Email Address:	
Contact Person:	
Mailing Address:	
Phone Number:	Fax:
Email address:	
URL (if applicable):	
This form is completed and submitted by (in print): Signature:	

5. Project Profile Template

Project Title:

Project Leader Name:

Organization/Company:

Nominated by:

Abstract

This part should provide a brief summary of the project.

Executive Summary

This part should provide sufficient background information to allow the evaluators to understand and evaluate the work without referring to any previous publications on the topic. There should be enough data to provide an overview of the content of the project. Kindly choose references carefully to provide the most important background information.

Project Content

This part of your application may include the following:

- Project scope
- Goals and objectives
- Challenges
- Strategies
- Methodology
- Re-engineering
- Standards (especially developed by UN/CEFACT or other international standard organizations)
- Economic benefits , achievements, and impacts
- Next step onward
- Resources (indicate the expense allocated on manpower, hardware, software, networking etc.)

Please be notified that the project profile submitted should not exceed 30 pages.

Registration materials must be submitted by 3.5 months before the day of the award, or by the date specified by the eASIA Award Secretariat.

Project profile must be submitted in PDF format by specified 5 PM (local host time), 3.5 months before the award date to be decided by StC, **or by the date specified by the eASIA Award Secretariat.**

Please send your entries by email to: *specified [emailid](#)*, or mail the CD-ROM to:

“eASIA Awards host Secretariat”,
Address

After receipt of registration material, the eASIA Awards host Secretariat will send an electronic acknowledgement. It should be ensured that the participants have an acknowledgement within a week of submission, otherwise they could make reference to the eASIA Awards host Secretariat.

6. eASIA Awards Semi-final Evaluation

Except for the Special Honorary category, all recommended projects of the other 4 categories, Trade Facilitation, Electronic Business in the Public Sector, Electronic Business in the Private Sector, and Bridging Digital Divide, need to go through an evaluation process. The entries for the 4 categories are received by eASIA Awards Secretariat (host country) within the specified time frame. These entries are first reviewed by eASIA Awards Secretariat for general eligibility, and then forwarded to Evaluation Committee members along with the evaluation criteria and requisite proforma. The Evaluation Committee members send filled up evaluation sheets to the Secretariat. Based on the evaluation sheets received from all the Committee members, the Secretariat prepares the short list as per merit. Accordingly the list of Semi-finalist projects for each category are announced. These semi-finalist projects are invited by the eASIA Award Secretariat (AFACT Host member of every two years, e.g. 2011, 2013, etc.) for making presentation to the Evaluation Committee for final evaluation during the AFACT Plenary week, and for exhibition in EDICOM.

Announcement for Semi-finalist Projects

Category	Project Title	Country / Economy
Trade Facilitation	Project 1	C/E
	Project 2	C/E
	Project3	C/E
Electronic Business in Public Sector	Project 1	C/E
	Project 2	C/E
	Project3	C/E
Electronic Business in Private Sector	Project 1	C/E
	Project 2	C/E
	Project3	C/E
Bridging Digital Divide	Project 1	C/E
	Project 2	C/E
	Project3	C/E

Remark: The number of short-listed project selected in the semi-final evaluation is subject to the decision of the host eASIA Award Secretariat in consultation with the StC.

7. eASIA Awards Final Evaluation

During the final evaluation, the semi- finalist projects make presentation to the committee members (evaluators) decided for each category. In the final presentation, contestants are required to bring over their own laptops for presentation. The meeting rooms are to be equipped with Internet access, screen, LCD Projector, and microphone. For each project, 3 people at most are allowed to enter the Final Evaluation Meeting.

For each award category, 3 evaluators, 1 chief assistant, 1 equipment helper and 1 timer are appointed.

Contestants must register at Contestant Waiting Room at least 15 minutes before the presentation time slot. They will be brought to the meeting room by the chief assistant according to the arranged presenting order.

The chief assistant will introduce each project by announcing the project title, organization and country.

The time allotted for various related activities are as below:

1. Equipment Setup/testing : 5minutes
2. Presentation : 30 minutes for each project. (20 minutes for presentation and 10 minutes for Q&A)

Timers will provide warning signals to the contestants, which shall be clearly visible. Timing for presentation :

1. A signal will be displayed at 15 minutes and remain displayed for 1 minute.
2. A signal will be displayed at 18 minutes and remain displayed for 1 minute.
3. An ending signal will be displayed at 19 minutes and remain 1 minute.

Timing for Q&A :

1. A signal will be displayed at 7 minutes and remain displayed for 1 minute.
2. A signal will be displayed at 8 minutes and remain displayed for 1 minute.
3. An ending signal will be displayed at 9 minutes and remain 1 minute.

Contestants may not remain in the meeting room after their presentations have been given.

Projects are ranked based on total scores given by the 3 evaluators: the highest score ranks the first and the like. The first 2-3 highest scored projects, subject to the decision of eASIA Award Secretariat in consultation with StC, are then eASIA Award winners in that specific category. Ranking orders of each project also be put into consideration, if the scores vary significantly amongst evaluators. Evaluators are reminded not to give scores for respective projects with extreme variation.

For the sake of encouraging participation from developing or least developed member country/economy, it is proposed that another award of each category is reserved especially for a project from the aforementioned member country/economy in addition to the 2-3 awards of each category.

8. Evaluation Criteria for Final Evaluation of eASIA Awards

Trade Facilitation

Evaluation Criteria	<i>Points</i>
Innovative Applications and Operations <ul style="list-style-type: none"> ● Innovating to streamline the trade network ● Significant deliverables on paperless work ● Instrumental to define and build practices ● Standard Adoption 	20
Outstanding Performance <ul style="list-style-type: none"> ● Measurable business and commercial benefits that have been achieved ● Measurable performance in terms of social and environmental benefits have been achieved ● Revolution on simplifying, harmonizing, and automating the procedures ● Scalable improvement in reducing documentation and increasing transparency ● Anticipated impacts caused by the implementation of this project are estimated and justified 	60
Creativity and Systematic Approach <ul style="list-style-type: none"> ● Progressively introducing modern techniques for trading, transport, and customs designed to strengthen the compliance and control. ● Developing the measures to facilitate convergence of official controls 	20
Total	100

Electronic Business in the Public Sector

Evaluation Criteria		<i>Points</i>
Government initiated eIndustry Program	G2G, G2B, G2C program	
Innovative Applications and Operations		
<ul style="list-style-type: none"> ● Remarkable management in industry and cross industry issues ● Harnessing internet technology for allowing seamless value chain management ● Standard adoption 	<ul style="list-style-type: none"> ■ Clearly recognize the needs from users and identify critical factors affecting efficiency and effectiveness of the system and business process ■ Harnessing internet technology for allowing friendly usage ■ Standard adoption 	20
Outstanding Performance		
<ul style="list-style-type: none"> ● Measurable business and commercial benefits that have been achieved ● Eliminating inefficiencies hiding in business ● Reducing the cost and complexity of documentation management ● Scalable improvement in operational efficiency and cost reduction ● Number of companies participating or being involved in this initiative; the scale of impact to the industry as a whole in terms of advancement of productivity and competitiveness 	<ul style="list-style-type: none"> ■ Quantitative benefits have been achieved ■ Measurable degree of user satisfaction have been improved ■ Reducing the cost and complexity of documentation management ■ Scalable improvement in operational efficiency and cost reduction ■ Number of users involved, and the scale of impact to the user community 	60
<ul style="list-style-type: none"> ■ Measurable performance in terms of social and environmental benefits have been achieved ■ Anticipated impacts caused by the implementation of this project are estimated and justified 		
Creativity and Systematic Approach		
<ul style="list-style-type: none"> ● Aligning the business strategies with IT solutions ● Optimizing resources and technologies to effectively improve capability ● Creative model used to promote the 	<ul style="list-style-type: none"> ■ Aligning the public service delivery with IT solutions ■ Optimizing resources and technologies to effectively improve performance ■ Creative service model used to promote the use of ICT from 	20

use of ICT and eBusiness to the industry concerned.	businesses and the public	
Total		100

Electronic Business in the Private Sector

Evaluation Criteria	<i>Points</i>
Innovative Applications and Operations <ul style="list-style-type: none"> ● Taking good advantage of existing skills and technology investments ● Improving the ability to make faster and better decision with a new application architecture ● Supportive infrastructure for rapid expansion. 	20
Outstanding Performance <ul style="list-style-type: none"> ● The measurable business and commercial benefits that have been achieved ● Centralizing the operation and enhance the capability to rapidly roll out the effectiveness ● Scalable achievements in value-added IT solutions and investment ● System integration to ensure the solutions address enterprises needs ● Improved relationship and efficiency by collaborating with partners in the value chain through ICT system and data exchange. ● Measurable performance in terms of social and environmental benefits have been achieved ● Anticipated impacts caused by the implementation of this project are estimated and justified 	60
Creativity and Systematic Approach <ul style="list-style-type: none"> ● Aligning the business strategies with IT solutions with a special emphasis on operational efficiency and cost reduction. ● Embracing the challenges of building the global network with remarkable systems, tools, and products. 	20
Total	100

Bridging Digital Divide

Evaluation Criteria	<i>Points</i>
Innovative Applications and Operations <ul style="list-style-type: none"> ● Feasibility of operations ● Scale and scope of the applications and operations ● Adoption and integration of domestic vendors and solutions 	20
Outstanding Performance <ul style="list-style-type: none"> ● Increase of the popularization of digital application ● Reduction of the cost of digitalization ● Outcome of content digitalization ● Measurable performance in terms of social and environmental benefits have been achieved ● Anticipated impacts caused by the implementation of this project are estimated and justified 	60
Creativity and Systematic Approach <ul style="list-style-type: none"> ● Innovative application and operation ● Combination of the global industrial trend and the domestic industry ● Creating the industrial opportunities and benefits of the society. 	20
Total	100

9. eASIA Night & eASIA Awards Ceremony

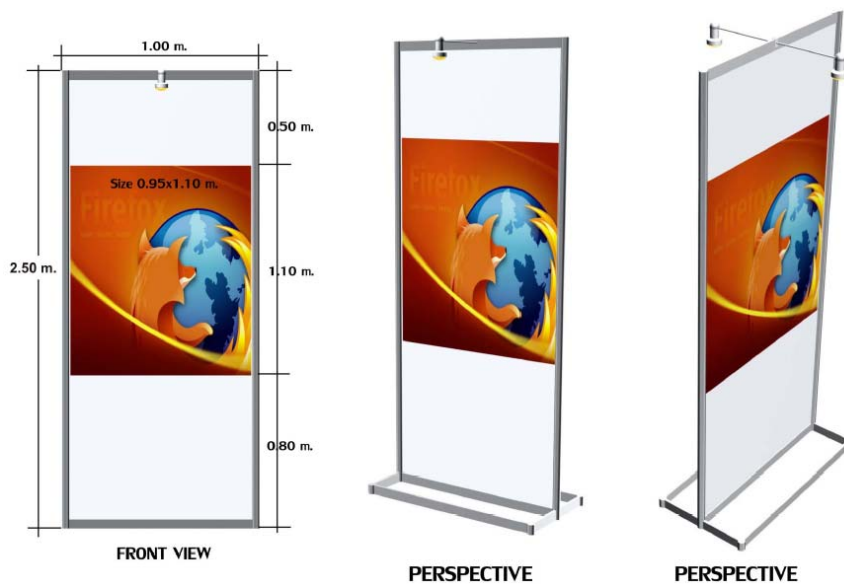
Based on the final presentations to the Evaluation Committee members, the finalists in each category are selected for the awards. The winners are announced in eASIA Night where the award ceremony takes place. Many distinguished domestic and foreign guests are invited for eASIA Award ceremony.

10. eASIA Awards Exhibition

The projects short listed as Semi- finalist for eASIA Awards are to present their projects during the EDICOM. These projects are provided with exhibition space to showcase their projects in the specified exhibition area. Usually following facilities are provided for exhibition, or subject to the

space or facility available arranged by the eASIA Award Secretariat:

- A table with 2 chairs and an exhibition board 2.50 m high x 1.00 m wide placed next to the table.
- Space on the board for content which will be 2 sides of 1.10 m high x 0.95 m wide in vertical format (leaving space of 0.50 m for title on top and empty space of 0.80 m on bottom which is not usually easily visible).
- The boards would be installed with spotlights. Adhesive tapes and other materials is made available for putting up the exhibit.



Note : The above information is for representation purpose only. It may vary as per the convenience of eASIA Awards Host Secretariat.