

## **Nomination Conditions for the Organization of Islamic Capitals and Cities Awards**

### **Introduction:**

As the Organization of Islamic Capitals and Cities (OICC) undertakes to preserve the identity and heritage of member Islamic capitals and cities and enhance sustainable development in them in accordance with the objectives and principles of its constitution;

Moreover, in order to encourage the specialists and those who interested in architecture, urban planning, city planning, environment, municipal administration and organization affairs as well as offering references, books, scientific researches and projects that characterized by their creativity in these fields;

To that end, the OICC grants its awards every three years in the following three domains:

**First: Scientific Research Award.**

**Second: Technical Projects and Municipal Services Award.**

**Third: Authorship, Documentation or Translation Award.**

**Fourth: Electronic Excellence Award.**

### **Award's Objectives:**

- Support the OICC's objectives to preserve the identity and heritage of Islamic capitals and cities and enhance sustainable development in them.
- Encourage municipalities, owners, architectural and urban designers, environmental experts, authors, contractors and heritage craftsmen to adopt the methodology of preserving the identity and heritage of Islamic capitals and cities.
- Encourage experts and specialists to write and publish in municipal fields to enrich Islamic library with scientific researches and references based on scientific contemporary approach and related to Islamic environment and heritage.

### **The Bodies that have the right to nominate the Applicants for the OICC's Awards:**

1. OICC's Members.
2. Universities, Institutes and Research Centers in Muslim world.
3. Unions and Vocational Associations in Muslim world.
4. Organizations and Institutions in Muslim world.

The aforementioned bodies are requested to prepare the nomination's documents, including the relevant documents, details, photographs, plans, designs, curriculum vitae, and candidate's scientific achievements. These documents should be submitted to the member capital or city, with a view to be sent to the Organization's General Secretariat attached with their opinions and justifications regarding the nomination in the due course.

**Awards:**

1. The winner (or winners together) of the first Award of each field will be granted cash prize with an amount of three thousand US dollars or its equivalent, in addition to OICC's Shield and Certificate of Appreciation, and if there are multiple winners of the first award, the value of the prize shall be equally divided between them, and each one will receive the OICC's Shield and Certificate of Appreciation.
2. The winner (or winners) of the second Award of each field will be granted OICC's Shield and Certificate of Appreciation.
3. If the winner of each of the Award's fields is one of governmental bodies, municipalities, governorates, owner or contractor shall be granted the OICC's Shield and Certificate of Appreciation.
4. The OICC will invite the winners to attend the opening ceremony of the OICC's General Conference to receive their awards. OICC will cover the cost of travel tickets for the winners from their home countries to the conference's venue, and back to their home countries, and the capital or the city, which will host the General Conference, will cover their accommodation expenses, and winner shall cover any extra expenses via his own resources.

**General Provisions:**

1. The nominations received after the deadline, which indicated in the award's announcement will not be accepted.
2. The works that do not meet the nomination's conditions or the required submissions will not be accepted.
3. OICC has the right to accept or reject any of submitted works without explaining the reasons, and any objection in this regard will not be accepted.
4. The work in which one of the jury members was participated in its achievement will not be accepted.
5. All the copies of books, scientific researches and projects as well as their attachments including documents, photographs, plans and materials will be regarded as OICC properties. OICC has the right to publish these materials through appropriate way either in their original language or after being translated in its official Magazine "Islamic Capitals and Cities", other media or via social media platforms. The submitted materials will not be returned back to senders if they won, did not win or rejected.
6. Submission of nominations means that the candidate agreed and accepted all the award's conditions.
7. OICC keeps only the winners informed with the jury's result.

**The Jury and Selection of Winners:**

OICC General Secretariat will form the jury from anonymous specialized experts in each field to study the nominations and select the winners. The results will be announced after the recommendations submitted by the jury ratified by the OICC's Secretary General.

**Nomination's forms and conditions could be obtained from one of the following Bodies:**

1. OICC General Secretariat in the City of Jeddah, Kingdom of Saudi Arabia.
2. OICC Liaison Office in Cairo.
3. OICC member capital or city (Municipality, Governorate or other).
4. OICC Website: [www.oicc.org](http://www.oicc.org)

## **First: Scientific Research Awards**

### **Award's Domains:**

1. Architecture Award.
2. Urban and Regional Planning Award.
3. Municipal Services, Landscaping and Environmental Sanitation Award.
4. Management and Municipal Systems Award.

### **Nomination's Conditions:**

1. The research must comply with objectivity and to be addressed by contemporary scientific approach in preparing and writing.
2. The research's theme must be an innovative one, and has a great significance for Islamic capitals and cities.
3. The research should be written in Arabic or English.
4. The research must not be awarded any regional or international award.

#### **1- Architecture Award:**

It includes the following branches:

- Architectural Design.
- History of Architecture.
- Architecture Theories.
- Internal Design and Landscaping.
- Preservation of Islamic heritage, Conservation and Restoration of Monumental Buildings.
- Crafts and Arts of Building.
- Landscaping.
- Executive Drawings.
- Building Economies.

#### **2- Urban and Regional Planning Award:**

It includes the following branches:

- Regional Planning.
- Urban and City Planning.
- Urban Design.
- Assessment and Classification of Heritage Cities.
- Environmental and Urban Planning.
- Planning of Roads, Transportation, Traffic and Utilities.
- Housing.
- Statistics and Population Studies.
- Geographic Information Systems (GIS).

#### **3- Municipal Services, Landscaping and Environmental Sanitation Award:**

It includes the following branches:

- Public Health Protection and Environmental Sanitation (fighting insects, healthy slaughtering and monitor of foods and markets, sewage plants, backfilling swamps, waste collection methods.... etc).
- Maintenance of (buildings, gardens, parks, roads, streets, equipment and vehicles ...etc).
- Public Utilities.
- Roads Networks, Transportation, Traffic and Utilities.

#### **4- Management and Municipal Systems Award:**

It includes the following branches:

- Municipal Administrative and Financial Systems and their Relation to Central Governmental Bodies.
- Municipal Resources Development Means.
- Building and Urbanism Systems and Legislations, Environmental Sanitation and Sustainable Development.

#### **The Required Submissions for Scientific Research Awards:**

- The completed nomination's form.
- Five (5) copies of the research, each one on compact disk, and must be presented in digital format (MS Word) in Arabic or English or (both of them if existed), in addition to a printed copy with A4 size. The following requirements should be added to each compact disk:
- An abstract on the research's theme and contents in both Arabic and English in one page (A4 size), and must be presented in a digital format (MS Word), in addition to a printed copy.
- The curriculum vitae of the author (or authors) in both Arabic and English in one page (A4 size) for each, and must be presented in a digital format (MS Word), in addition to a printed copy.
- All shapes and photographs used in research should be in JPG format, with a high resolution that allows the repeated printings.

### **Second: Technical Projects and Municipal Services Awards**

It includes the following fields:

- 1- Architecture Award.
- 2- Urban and Regional Planning Award.
- 3- Municipal Services, Landscaping and Environmental Sanitation Award.
- 4- Management and Municipal Systems Award.

#### **Nomination's Conditions:**

1. The project should be influenced by Islamic environment and heritage, and addressed by contemporary scientific approach.
2. The project should aim at preservation of one of the heritage landmarks in Islamic city.
3. The project should be implemented in one of the Islamic capitals and cities, and it must be functioned before at least two years.
4. The project shall not be awarded any regional or international award.
5. The owner, contractor, or designer (or all together) have the right to participate in the competition.
6. The applicant (designer, contractor or owner) has no the right to participate by more than one project in the same competition.

### **The Required Submissions for Technical Projects and Municipal Services Awards:**

- The completed nomination's form.
- Five (5) copies of the project, each one on compact disk (or compact disks), and must be presented in JPG formats, ACad formats or other formats as appropriate. They must include all layout drawings, plans, facades, sectors, internal and external designs and photographs. The digital files must be processed with high resolution that allows the repeated printings.
- Printed copy for all project's drawings and photographs on paper boards with measures of 70 x 100 cm, and the boards should be supported by appropriate means for the purpose of displaying.
- Five (5) copies of the project each one on compact disk by one of the display's methods such as Power Point or others. It is preferable also to provide video tape (DVD) for the project.
- A copy of album that contains a number of the project's photographs.
- A brief technical report on the project in both Arabic and English, that must not exceed 10 pages (A4 size) for each one, and must be presented in MS Word formats, in addition to a printed copy that includes project's general description, its elements, main ideas, features, its relation and interaction with the environment and any other information that the applicant deems are necessary for explaining the project distinctiveness.
- The curriculum vitae of project's owner, designer or implementer (or all together) in both Arabic and English in one page (A4 size) for each one, and must be presented in MS Word formats, in addition to a printed copy.
- The captions and comments on drawings and photographs must be in Arabic or English (or in both Arabic and English), and the name of owner, designer and contractor should be written on all boards.

### **Third: Authorship, Documentation or Translation Awards**

#### **Award's Domains:**

1. Architecture Award.
2. Urban and Regional Planning Award.
3. Municipal Services, Landscaping and Environmental Sanitation Award.
4. Management and Municipal Systems Award.

#### **Nomination's Conditions:**

1. The compiled work should be in a form of a published book.
2. The language of the book should be Arabic or English.
3. The theme of the book should be related and influenced by Islamic environment and heritage, and addressed by contemporary scientific approach.
4. The book should not be awarded any regional or international award in the same field of the award competition.

#### **1- Architecture Award:**

It includes the following branches:

- Architectural Design.
- History of Architecture.
- Theories of Architecture.
- Internal Design.

- Landscaping.
- Preservation of Islamic Heritage.
- Crafts and Building Arts.
- Conservation and Restoration of Heritage Buildings.
- Executive Drawings and Architectural Details.
- Architectural Construction and Building Technologies.
- Reconstruction Management and Building Economies.

**2- Urban and Regional Planning Award:**

It includes the following branches:

- Regional Planning.
- Urban and City Planning.
- Environmental Planning.
- Urban Design.
- Roads, Transportation, Traffic and Utilities Planning.
- Housing.
- Human Urbanism Utilities Planning.
- Sustainable Development Planning for Urbanism Environment.

**3- Municipal Services, Landscaping and Environmental Sanitation Award:**

It includes the following branches:

- Protection and Conversation of Urban Environment for Sustainable Development.
- Conservation and Restoration of Heritage Buildings.
- Public Utilities.
- Road Networks, Transportation, Traffic and Utilities.

**4- Management and Municipal Systems Award:**

It includes the following branches:

- Municipal Administrative and Financial Systems and their Relation to Central Governmental Bodies.
- Municipal Resources Development Means.
- Building and Urbanism Systems and Legislations, Environmental Protection and Sustainable Development.

**The Required Submissions for Authorship, Documentation or Translation Awards:**

- The completed nomination's form.
- 5 copies of the book.
- An abstract on the book's theme and contents in both Arabic and English in one page (A4 size) for each, and must be presented in a digital format (MS Word) on a compact disk, in addition to a printed copy.
- The curriculum vitae of the author (or authors) in Arabic and English in one page (A4 size) for each, and must be presented in a digital format (MS Word) on a compact disk, in addition to a printed copy.

## **Fourth: Electronic Excellence Award**

### **First: the Bodies that have the right to nominate for the award:**

OICC's members in their three categories, active, observer and associate members and their affiliate entities and commissions if they nominated by OICC's original member and submitted a document that proves this affiliation.

### **Second: the Works, which are eligible for Nomination:**

Electronic services related to municipal works and services directly or indirectly oriented to public as follows:

- Mobile services such as short message systems (SMS) and smart devices applications.
- Services provided to public (G2C).
- Services provided to public sector (G2G).
- Services provided to private sector (G2B).

### **Third: General Conditions of the Nominated e-Service:**

- The service should be related to services of municipal work.
- The e-service should be in place for at least 6 months since its actual operation.
- The e-service should target a wide sector of the community including one or all of the following groups: citizens, residents, visitors, public sector and private sector.
- The nominated e-service should meet all the required procedures for conducting the service electronically.
- The service should be easier in terms of processing and moving through the pages of its different interfaces.
- The service should be integrated with the other systems within the institution or with public and private sector institutions.
- The e-service should offer all the required facilitations to carry out the transactions for all sectors and categories of the community, including people with disability.

### **Fourth: Submission of the Nominated Service's Documents:**

The following documents should be submitted, along with files, multimedia and official documents if existed that prove their authentication:

- Description for the service and its goal, its size and scope, the targeted category, the applied approach and the date of beginning the operation of the service.
- Technologies, systems and the major and supporting channels of communication and interaction that used in implementing the service.
- The latest technologies and innovative ideas that used in promoting the level of performance and improvement of the service.
- Linkage and integration with the other e-services in the institution and other institutions.
- Virtual accounts that enables access to service and to be tested and examined.
- Snapshots from the screens of the service for the services that provided via the Internet.
- The technological structure of the service, with identifying how to maintain its continuation 24/7.
- The problems that had been solved, with identifying the different means of solution.
- The terms and legal provisions related to the service such as copy rights, use rights, printing and publishing rights and waiver of liability as a result of any abuse of using the service.

- The languages that used in the service's interfaces as well as the reasons behind their selection and the ways of their update.
- The ways of different interaction with clients, with the aim to accelerate the conduction of transactions and development of the service.
- Security and protection of the service and data secrecy.
- Statistics, performance measurement indicators according to Service-Level Agreement (SLA) and the agreed on Key Performance Indicators (KPI).
- Local and international criteria that applied on the service, with identifying the aspects of application.
- The strategic opportunities at different levels (local, international and institutional) that provided by the nominated service, with identifying the added-value at each level in terms of economic and environmental aspects.
- To what extend that the service could be transferred and applied in other operational technological environments or in other institutions (local or international), with identifying if the experiences had been actually transferred and exchanged in this field, and citing the operational technological environments and other related institutions.