



**MARGARETHA
LUPAC
STIFTUNG**

**für Parlamentarismus
und Demokratie**

Democracy Award 2018

Submission Guidelines

It is the Foundation's objective to promote the idea of democracy and parliamentarism and to strengthen the principle of tolerance in the discourse on issues of politics, art and societal developments.

For this purpose, the Foundation may, in accordance with section 3 para 1 of its statutes, honour outstanding merits in the fields of parliamentarianism and democracy.

The Jury

Pursuant to section 3 para 1 of the statutes of the Foundation, a jury shall prepare a proposal for a candidate for the Democracy Award. The jury shall moreover present to the board of trustees a proposal for the call for submissions for the award. The work of the jury shall be coordinated by its chairperson.

Call for Submissions and announcement

The chairperson of the board of trustees of the Foundation shall arrange for the call for submissions for the Democracy Award to be announced, following the decision of the board of trustees, which is based on the proposals of the jury. The call for submissions shall be published by the Austrian Parliament's Press Office and on the website of the Austrian Parliament.

Convocation of Jury Meetings

The chairperson shall convene the jury to its meetings. After having agreed on a date for a meeting, all members of the jury have to be informed in writing or by email at least four weeks prior to such a meeting.

Quorums

The jury shall be deemed to have a quorum if the chairperson and half of its members are

present. It shall take its decisions unanimously. The deliberations and the lists of submitted applications are confidential.

Prize money

The Democracy Award is bestowed every other year – subject to the financial situation of the Foundation. It amounts to a total of € 15,000, which may be split between up to three winners.

Secretariat

The secretariat of the jury is formed by the Secretary of the Foundation. The Secretary is responsible for all preparations necessary for the meetings and arranges for the preparation of the minutes of the jury meetings.

Submissions

Applications must be sent in electronic form to the jury of the Margaretha Lupac Foundation for Parliamentarianism and Democracy, email: lupacstiftung@parlament.gv.at. Both self-nominations and third party nominations are possible.

Applications nominating a person have to include the signed application form, a curriculum vitae and a justification describing the candidate's merits as required by the Call for Submissions.

Applications nominating an organisation/institution have to include the signed application form as well as a detailed description of the organisational structure, the organisation's objective and purpose, a list of projects conducted in the past three years, and a justification describing the organisation's/institution's merits as required by the Call for Submissions.

Applications are not subject to legal recourse.

Deadline for submissions:

Applications must be submitted by 15 June 2018.

Procedure

The Secretariat shall hand over all applications addressed to the Margaretha Lupac Foundation for Parliamentarianism and Democracy together with all the documents submitted to the chairperson of the jury and, when assigned by him/her, shall pass them on to the jury members for evaluation. For good cause (i.e. in case of personal bias) a member of the jury

may refuse to review a submission assigned to him/her.

Two weeks before the jury meeting at the latest, a list of all submissions to be considered shall be sent to all jury members. Each member is entitled to inspect the applications not reviewed by him or her as well as the related documents.

The jury members shall submit their reviews in writing.

Ranking of the candidates

The jury members shall propose to the board of trustees a maximum of three candidates for the Democracy Award.

The proposal adopted by the jury in its meeting shall be recorded in written minutes, which shall be signed by the jury members and passed on immediately to the chairperson of the board of trustees of the Foundation.

The right of the honorary jury, instituted by the board of trustees, to make proposals is not subject to any restrictions.

Award Ceremony

The Democracy Award shall be presented to the winner(s) by the members of the jury in the course of a festive ceremony in the Austrian Parliament.