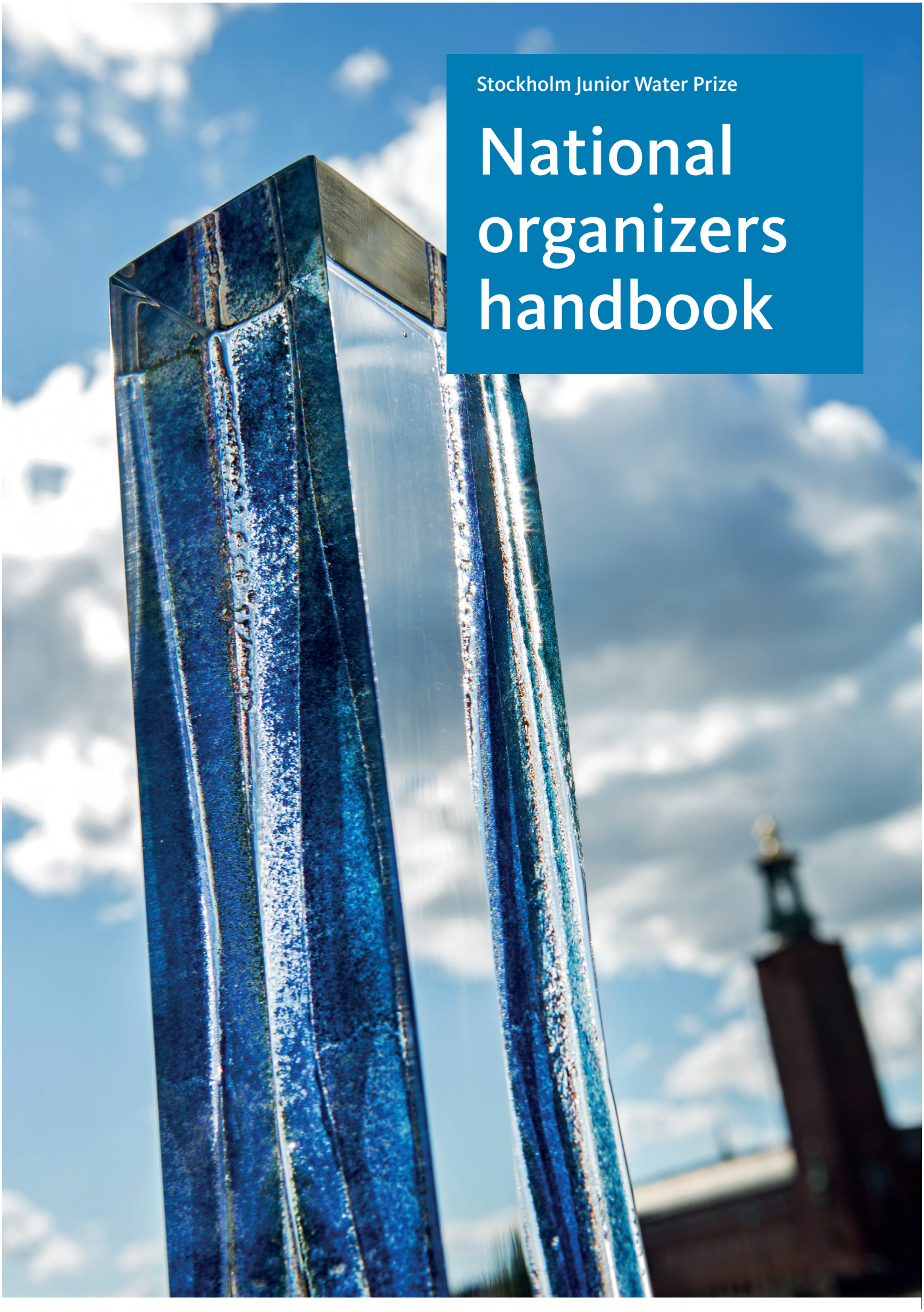


Stockholm Junior Water Prize

National organizers handbook

Stockholm *Junior* Water Prize

AWARDED BY SIWI

Welcome to the national organizer's handbook!

Stockholm Junior Water Prize is more than a competition, it is a major event which has a long-term, human and environmental impact.

This handbook contains information on your responsibilities as a national organizer and how to best carry out your assignment.



H.R.H. Crown Princess Victoria of Sweden is the patron of the Stockholm Junior Water Prize.

Content

Stockholm Junior Water Prize at a glance ____ 3
Initiate the national competition ____ 5
Ensure requirements are fulfilled ____ 8
Find sponsors and partners ____ 10
Arrange national competition final ____ 12
Prepare for the international final ____ 13



Stockholm Junior Water Prize finalists in Stockholm.



We are grateful for your involvement and will do all we can to support you.
Do you have questions?

Ania Andersch
Programme Manager Stockholm Junior Water Prize
Tel: +46 8 121 360 • **Email:** ania.andersch@siwi.org

Stockholm Junior Water Prize at a glance

The competition | Stockholm Junior Water Prize gathers imaginative young minds from all over the world, encouraging their continued interest in water and sustainability issues. Each year, thousands of participants from all around the globe join national competitions in hopes of earning the chance to represent their nation at the international final.

The prize consists of two parts: the **national competition** and the **international final**. All participating countries arrange their own national competition. The national winner proceeds to the international final in Stockholm that usually takes place during World Water Week. Due to the pandemic this may change.

The national and international competitions are open to young people between the ages of 15 and 20 who have conducted water-related projects of proven environmental, scientific, social or technological significance. The projects range from local to global topics.

The international final | During the international final at World Water Week, the finalist actively join the global conference through a variety of arranged activities. This includes meeting with researchers, politicians and media. They take part in daily social, educational, and cultural events: interviews with the international jury, a tour of Stockholm, and of course, the prize ceremony and award dinner.

National organizer benefits | The heart of Stockholm Junior Water Prize lies in the dedication of the young participants. But the competition also has an impact on a larger scale. It is a chance for your country to be seen and represented globally through the students' work, and it raises awareness on water and environmental issues among younger generations. But it of course requires firm dedication – the more efforts you put into your role as a national organizer, the more broadly you will reach out.





The winner of the Stockholm Junior Water Prize receives a USD 15,000 award, a crystal prize sculpture, a diploma as well as the stay in Stockholm. H.R.H. Crown Princess Victoria of Sweden is the Patron of the Stockholm Junior Water Prize. Further a Diploma of Excellence is awarded together with USD 3000. Since 2020 we also organize the Peoples Choice Award. To see the repre-sented coutries please visit: https://siwi.org/stockholm-junior-water-prize/

"During their time in Stockholm, national finalists get to learn from present leaders of the global water community. They also meet fellow students who share a passion for water and science. It's a once in a life-time opportunity!"

Ania Andersch
Manager, Stockholm Junior Water Prize, SIWI



Initiate the national competition

Make a structure | Start off by structuring the national competition – from start to finish. Consider the following:

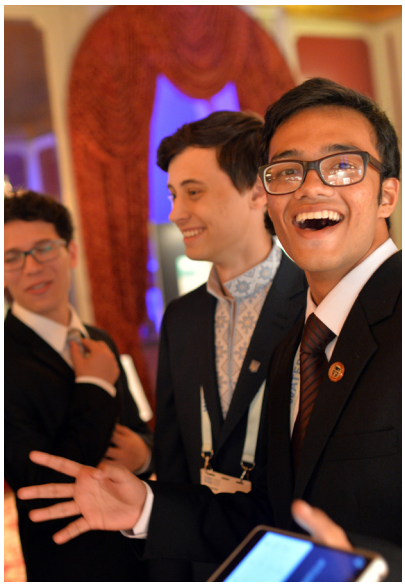
- General timeline
- How to market the national competition
- National jury members
- Date for the national competition final, and how this ceremony should be arranged

Put together a national jury | In order to select a winner in the national competition you must put together a national jury. The jury should include men and women with substantial knowledge of water and environment issues. The number of members is set to a minimum of six and a maximum of nine (deviations are possible). The jury should include one representative of a science institution. The rest of the members should be professors, doctors, Ph.D. students, marketing/communications directors or environmental directors from industry or educational departments within the government.

The competition process | The national organizer receives written projects for the national contest. The national jury carries out the evaluation and selection of projects using the judging criteria listed in section "The judging criteria". It is absolutely necessary that the national jury and the international jury are using the same judging criteria. Stockholm Junior Water Prize is an international competition and all competition entries must have an equal opportunity to be evaluated and judged. This with regard to scientific level, quality, transparency and uniqueness.

In order to select a winner, the national jury will look at a selection of projects together with personal interviews with finalists. Before the poster display and interviews, the members of the national jury should have access to reports written by the finalists, describing each of the competition entries.





Stockholm *Junior* Water Prize

The name of the national competition should reflect the connection to the international final, Stockholm Junior Water Prize. ***The Stockholm Junior Water Prize logotype*** should always be used when marketing the national competition.

How to name the national competition:

- in Sweden: Stockholm Junior Water Prize Sweden
- in Korea: Stockholm Junior Water Prize Republic of Korea
- in Canada: Stockholm Junior Water Prize Canada

The report of the selected winner of the national competition must be translated into English for participation in the International final in Stockholm. However, the Secretariat in Stockholm wants the original winning national competition entry written in the original language, for back-tracking and filing.

A representative from the national organizer should also be present, but without a voting right, at the jury members' interviews. She or he should act as a secretary and take meeting notes. It is necessary that the nominating process, together with the judging criteria, discussions and votes, is documented, quality controlled and transparent. Through the entire jury process, the names of the present and not present members must be listed, for each part of the process. A majority of the jury members should be present to select the national winner.

The time of service in the national jury should be limited. An agreed rotation scheme for the members must be used: 3-year periods with possible renewal for three more years. As soon as any changes in national jury occur, you should notify the Secretary of the The Stockholm Junior Water Prize in Stockholm.

Judging criteria | A project can earn a maximum score of 115 points. A project is judged using six different criteria. A score from 1 to 5 is assigned (1 being the lowest score). The score for each criterion is then multiplied by the factor assigned to each criterion.

The criteria invloves:
1. Relevance
2. Creative ability
3. Methodology
4. Subject knowledge
5. Practical skills
6. Report and presentation



1. Relevance

Relevance of the project both in terms of scientific relevance and overall environmental and societal relevance:

- Does the project target an important challenge within the water environment?
- Is the project scientifically relevant (can the scientific level be related to basic, applied research and are the results direct applicable for implementation?)
- Can the project contribute to the improvement of the quality of
  - a) environment?
  - b) life for people?
- Is the project proposing innovative solutions to unsolved problems?
- Does the project increase the awareness on water issues?
- Does the project integrate environmental and societal issues?

2. Creative ability

Shows the creativity of the project in relation to:

- How to pose a problem
- How to solve a problem
- Analyzing data
- Experiments or investigations
- How to mediate and make the affected parties aware of the problem.

3. Methodology

- Is there a clearly defined idea on which a result can be achieved?
- Is the problem well defined?
- In what way has it been limited?
- Has the work been planned accordingly?
- Is there adequate information upon which to draw conclusions?
- Have the possible misinterpretations of the data been taken into consideration?
- Are there any new questions or suggestions for continued research?

4. Subject knowledge

Is the student familiar with literature and ongoing research in the field?

- Upon what sources has the work been based?
- Is the list of references satisfactory? (Have the references really been studied?)
- To what extent have sources of popular science been consulted?
- Is the author familiar with the topic dealt with in his/her work?
- Is the author knowledgeable of ongoing research in the field? Terminology?
- Is the author familiar with alternative solutions?

5. Practical skills

- Has the student made the exhibit him/ or herself?
- Has he/she carried out the measurements, etc.?
- What help has been provided by parents, teachers, professionals etc.?
- Has advantage been taken of material available in school?
- From where has the equipment been obtained for the exhibit? Was it self-made?
- How well has available technique been used?

6. Report and presentation

- Can the student present the work in a proper and informative way, both written, verbally and through the exhibit?
- Is the content of the work well structured?
- Is the level of the text, illustrations, diagrams and the language in the written report sufficient?
- Is the display appealing with regards to any special qualities and personal touch?
- Is there a relationship between the display and text material?



Ensure requirements are fulfilled

Age | The national and international competitions are open for students between the ages of 15 and 20, who are attending secondary high school or its equivalent. Students are not allowed to be enrolled at a university at the time of conducting the project. Exceptions to the rule can be made in the cases that the student starts University at the time of the international finals. In such specific cases the student is allowed to compete. This should be highlighted when entering SJWP. Note that the age criteria apply to both the national competition and the international final.

Number of students | Projects can be carried out by an individual student or a team of two students. Note that a maximum of two students per country can travel to the international final.

University help | In case the participants receive any technical support from higher educational institutions such as universities, it is important to indicate the extent of external help during the projects under "acknowledgments" in the project report.

Command of English | The national jury should seek to appoint a diverse range of winners with the ability to compete on a international stage and language should not be a barrier. The competition language is English and should a student require the help of a translator, it is the responsibility of the National Organiser to arrange the necessary help. Competition entries can be based in natural sciences or social studies. They can just as easily have come from subjects such as sports, health, art, music or drama.

The most important factor is that the entries are focused on how we can improve quality of life through improvement of water quality, water resources management, water protection or water and wastewater treatment.

Presenting the project at the International final | The competition entry for the International Final must be presented in two parts: a written project with a report and a poster display for public exhibition. Everything must be presented in English.



The written project | The winning project must be translated into English, and has to meet the following requirements:

- Written in Aptos 12 point, 1 1/2 spacing and adequate margins
- Include page numbers for every page except the title page
- A maximum of 20 A4 pages, including figures, photos, tables, annexes and preliminary matters
- Divided in accordance with academic writing
- Submitted electronically as a PDF document no bigger than 2 MB. Please note that in case the original document was written in any other language than English, you should submit both the original project as well as the English translation.

Title page | Students may design the title page of their report as they wish, but it must contain the following information in a readable format: "Entry to the Stockholm Junior Water Prize [year]", report title, name(s) and country.

Preliminary matters | This refers to the pages between the title page and the first page of the report. These pages should provide the following:

- Summary – no more than one page of single-spaced text
- Table of contents
- List of abbreviations and acronyms used in the report
- Acknowledgements. It is important to indicate the extent of external help received during the projects

Project display | The poster display should exhibit the essential parts of the work. It should include illustrations and demonstration material. The posters must be written in English.



Marketing, sponsors and partners

Prepare marketing | The promotion of the national competition should start in September-October at latest. It ends with the final of the national competition, which usually occurs between March and the beginning of June the following year. In the lead up to the final you are responsible for spreading the message about the prize to media, schools and the government in your country.

Advantages of seeking media coverage:
- Builds national awareness of the prize
- Increases participation in the national competition, particularly if youth or education oriented media shows interest
- Positions and strengthens your organization as national supporter of science and education
- Draws attention to important water issues
- Helps your sponsors justify their support and enhances their own environmental commitment

Marketing material that should be produced and distributed includes posters, brochures or web sites. The Stockholm Junior Water Prize logo should be presented by the national organizer in conjunction with promotional material and the national competition. SIWI can provide high resolution logotypes for print and web placement and can offer advice on logo usage. Logotypes can be found on **www.siwi.org/stockholm-junior-water-prize/engage/for-organisers**. The logotype may not be altered in any way, shape or form. SIWI will also provide country specific logos which should be used on all materials.

Find sponsors and partners | The Stockholm Junior Water Prize global sponsor is Xylem Inc. In addition to the global sponsor, you are responsible for finding sponsors and partners within your country. They should be environmentally responsible companies, according to the SIWI sponsor policy (see: **www.siwi.org/stockholm-junior-water-prize/login)**

There could be different categories of sponsors and partners in relation to the amount of money provided. It is up to you to decide how to categorize the different types of cooperation and what every part gains from the deal. Possible partners could be companies, the Swedish Embassy in your country, and national ministries of education or environment.
To establish a good relation with a sponsor or partner, make



sure you design a document that clearly states the rights and responsibilities of the signing parties. Points 1-2 on the list on the next page are strongly recommended to be included in a sponsor/partner agreement. The other points should be regarded as advisory.

Advantages for sponsors and partners
1. Right to use the Stockholm Junior Water Prize logotype in marketing and public relations
2. Exposure in text and/or with logotype:
- On the international final poster
- In press releases and articles that will cover the national competition
- On other similar national occasions when the Stockholm Junior Water Prize is mentioned
- On the national organizer's website and on the SIWI website: **www.siwi.org/stockholm-junior-water-prize/**

Repay the sponsors | It is important to maintain a good relationship with the sponsors. We recommend that you send all printed material where their logo is displayed as well as any press material that might be of interest. Send them an annual report of the events with photos from the national competition and the international final. Sponsors could also be invited to events as guests, hosts or speakers at the national final. Organize a sponsor event where they can make new business opportunities. This way it is easier for the sponsor to see the benefits of their donations and to make the sponsorship a long-term engagement.

Think outside the box | Sponsoring is more than money. Think broader and use your imagination. Your sponsors and partners could also help with:
- Hotel accommodation for the students
- Travels and transportation
- Technical equipment such as computers and cell phones
- Premises
- Printing services
- Catering
- PR services
- Books about water and environment issues

Motivate the sponsors and partners to make their own arrangements in accordance to the national competition.

Some suggestions:
- Invite clients to the final of the national competition (the number guests allowed depends on the degree of the sponsorship)
- Arrange a VIP event before or after the final of the national competition. This could for example be a mingle while looking at the posters or an award dinner
- Arrange a study tour for the finalists during a half day in connection to the final of the national competition (costs in connection to this event would be additional)



Arrange the national competition

Wrap it up | The national competition should close sometimes between March and the beginning of June, and end with a national final. Here, the national jury carries out the selection of projects using credible judging criteria according to the list in section "the judging criteria". It is your responsibility to distribute the criteria list in advance to the jury. A minimum of five persons from the jury must be present at the time of the selection. It is very important that you make sure that all competitions entries are submitted as original documents. Any form of plagiarism will disqualify the national winners from the international final.

We encourage you to make sampling of the competition entries. There are services on the Internet that allows you to easily verify if a text is copied. Turnitin, SafeAssign, Plagiarism Detector and PlagAware are some of these services you can use. Please note that the national jury must complete a minutes of meeting (MoM) in English from the final jury meeting when the winner is chosen. This must be included when you submit the winning project. The information shall contain the following:

- Name of all members in the national jury attending the final jury meeting
- Number of projects in the whole national competition and number of projects in the national final
- Short summary of the 2-3 projects that are discussed as possible winners
- Title of the winning project and name of the responsible student(s)
- The MoM must be signed by the Chairman of the national jury and the secretary (normally the national organizer)

Make it a ceremony | SIWI gives you the freedom to organize the final of the national competition. Consider both economic and practical aspects. It is our hope that the final will be a festive event; a ceremony where students, parents, teachers and sponsors could meet. If you decide not to arrange a ceremony, then it is still your responsibility to have the national jury deciding on a winning competition entry and notify the students behind the project. This winning project will then be your country's contribution to the international final.



Prepare for the international final

Submit all necessary information | The international final, including the prize award ceremony, will be arranged in Stockholm, Sweden during the World Water Week. All national winners will be invited to Stockholm, depending on the pandemic this might change. The following information should be submitted via WaterTank: **www.siwi.org/stockholm-junior-water-prize/login** or in the registration form.

This includes:
- Information about the national winners
- Minutes from the final national jury meeting
- A PDF of the written project (maximum: 2 MB).
- Name and contact information to the person(s) responsible for translation of the written project and project display to English
- Travel information for all people coming to Stockholm (flight numbers, times of arrival, etc.)
- Liability release confirmation

The information is crucial for the preparations of the international final must meet the deadline, which you will be provided with by SIWI. SIWI will provide you with an regular newsletter about the international final. Note that this information must also be submitted to the national winners. Shortly after the deadline for submission of projects the international jury begins reviewing the projects. The reviewing process has three phases and ends with the international final:
- Review of the written reports
- Interviews with the students
- Final decision based on the judging criteria

The international jury consists of experts within the field of water and by committee consensus appoints the winner of the International Final. The Stockholm Water Foundation Board appoints the jury members.

Make sure all documents are ready

Visa | If visa is required for the any of the students travelling to come to Sweden this has to be arranged well ahead of departure. SIWI can assist you with a formal letter of invitation for the national winners, if needed. This has to be communicated at the same time as the information of the project is submitted. Note that SIWI cannot speed up any processes that the Swedish embassies may have for issuing of visas.

Liability release | In addition, all national winners and their parents will have to sign a liability release form. This can be downloaded from **www.siwi.org/stockholm-junior-water-prize/login** and should be provided to the finalists and their parents. You are responsible for translating the liability release form in case the applicants do not have proficient English. You are also responsible for collecting all the signed releases and approve this with us when you fill in the registration form.

Representatives: national organizer or responsible person in Stockholm | Only one (1) representative for the national organization can register to the World Water Week at SIWI's expense. If the national organizer is unable to attend, a responsible person must represent the national organization instead; preferably a family member, a teacher or a member of the national organization. This person must take on the same responsibilities as the national





organizer representative. Additional students/project team members must not be sent as responsible persons. You are responsible for informing additional accompanying persons about the procedures and programme in Stockholm. The representative must be able to communicate in English. The representative is also responsible for guiding the students to and from Stockholm, and help them if anything unforeseen happens. Additional representatives must register as World Water Week participants on the World Water Week website. Note that SIWI takes no responsibility for this.

The conference facilitator can help booking hotel rooms and activities for all registered participants. SIWI will not arrange accommodation for any accompanying persons or help with invitation letters. All this will is handled by our conference facilitator through the World Water Week website.

Costs | You are responsible for covering the travel expenses for the national winners and their representative to Stockholm for the international final. SIWI will arrange for the national winners' stay in Stockholm, provide them with a programme and pay for their registration, accommodation and food. The representative's accommodation and other expenses are not covered by SIWI. SIWI does not cover accommodation costs before and after the official final competition programme dates.

Prepare the presentation | The international jury will hold a digital first interview where the student will receive 10 minutes to present the project plus 10 minutes for answering questions. For the digital interview your students can present via power point slides or via a poster, as the student prefers. For the live interviews in Stockholm a poster is require, if this will be a paper poster or an i-poster will be announced via the newsletters..

Assist students back home | When the international final is over, it is your responsibility to make students come home safely from Stockholm. Make sure they can bring all the material back. If your country's competition entry has been awarded as winners in the international final, please provide the SIWI with names, addresses and account information of the winners so that we can send them the prize money..

Further responsibilities | When the agreement between you and SIWI terminates, a new agreement should be signed in the period between the international final and the upcoming national competition. This should also enclose a marketing plan for the next three years. Also note that you have an ongoing responsibility to provide us with updated information about new sponsors, new members of the national jury, change of contact person or new address, press releases, media coverage and marketing material. SIWI will provide you with photos from the international final and the week in Stockholm.

We are planning for a Word Water Week in Stockholm, but if the situation with the pandemic does not allow visits to Stockholm, it will instead be a digital event like 2021, which turned out really well. We will keep you updated via newsletters during the spring.



The prize

The winner of the Stockholm Junior Water Prize receives a **USD 15,000** award, a crystal prize sculpture, a diploma as well as the stay in Stockholm. The international jury may choose to award different projects with Diplomas of Excellence, in which case the recipient receives **USD 3,000**. The prize sums are provided by the Stockholm Water Foundation. All finalists will receive diplomas and recognition on stage. Since 2020 we also organize the Peoples Choice Award.





About Stockholm Junior Water Prize national organizer's handbook

Stockholm Junior Water Prize is more than a competition, it is a major event which has a long-term, human and environmental impact.

This handbook contains information on your responsibilities as a national organizer and how to best carry out your assignment.

Stockholm Water Foundation
Box 101 87 | SE-100 55, Stockholm, Sweden
Visiting Address: Hammarbybacken 31
www.siwi.org

SIWI