

Asian Award for Advancing Family Well-being (3A Project)

Aspiration for Sustainability, Innovation & Applicability (ASIA)

Guideline for Second Round Submission

Rules & Procedures for Second Round

1. Entries for second round to be submitted in English and presented in print format (with a maximum of 5000 words, including text, figures, tables and appendices) excluding cover page as attached. Marks will be deducted if the total number of words is below or exceeded by 10%.
2. Audio-visual format with a maximum of 30 minutes as a supplement is acceptable.
3. 6 copies of project material in both hard and soft copy (e.g. CD-rom, etc) should arrive at CIFA Secretariat by mail or courier to 5/F Tsan Yuk Hospital, 30 Hospital Road, Sai Ying Pun, Hong Kong **not later than 5:00pm on 19th July 2010** (according to postal chop date). Late submission will **not be accepted**.
4. Should you have any enquires, please contact CIFA Secretariat at (852)2859 5300.

Format Requirement

- Type written version with font size 13 pt on A4 size paper
- Double line spacing
- Submit in the form of acrobat reader file (*.pdf)
- State the total number of word count at the end of the printed entry

Adjudication

An adjudication panel with 5 members comprising the Chairperson of CIFA Council, the representative of the sponsoring organisation and respectable academic/professionals in the related field will screen the entries.

Upon receiving the entries for the second round adjudication, an interview will be conducted either in-person or through tele/video conferencing for clarification and elaboration of details of the projects before 8 entries will be selected to enter into the final round. Representatives of the 8 finalists will be invited to attend the CIFA Regional Symposium in Japan in November 2010 to present the project for final adjudication.

Results

The decision of the adjudicating panel is final and irrevocable. The organizer will not disclose the contents of the adjudicators' deliberations. The result of the competition will be announced at the CIFA Regional Symposium in November 2010 in Japan when an award presentation ceremony will be held.

Schedule

Deadline for submission of project for 2 nd round	19 th July 2010
2 nd round interviews	19 th - 20 th August 2010
Announcement of 2 nd round result	30 th August 2010
Final Round Adjudication and Award Presentation	26 th - 28 th November 2010 (CIFA Regional Symposium in Japan)

Tips for Submission

Project themes

- a) Promoting and Enhancing Family Functions
- b) Encouraging cross-sector/professional collaboration
- c) Supporting families at special circumstances
- d) Embracing changes for family sustainable development

Description of the project

- What is the objective of the project, and challenges/issues it addresses?
- What approaches does the project use?
- Who are the current and potential beneficiaries of the project?
- Who are and what is the nature of the partnership?
- What are the achievements/outcomes?
- What lessons are there to learn from this project and how can the experience/knowledge can be transferred/replicated?

Selection Criteria

- A. Rationale and Social Responsiveness:
 - Well defined and concrete objectives
 - Timely identification and response to the needs of the families in respective countries
- B. Work approach and implementation process:
 - Well justifiable and distinctive approach
 - Demonstration of how the service process results in the achievement of outcome
- C. Effectiveness:
 - Achievement of outcome and appropriate use of outcome measurement tools
 - Effective utilization of manpower, financial & community resources
 - Long-term impact & sustainability
- D. Consolidation of knowledge/practice wisdom:
 - Clear analysis and documentation of critical success factors
 - Clear delineation on the future applicability of the practice
- E. Innovation:
 - Demonstrate creativity in programme design and content
- F. Institutional synergy:
 - Promote multi-disciplinary/cross-service cooperation which brings benefits to the families
 - Enhance cross-country collaboration which has positive impact on mutual sharing and exchange.



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Second Round Entry Submission

Cover Page

Name of Organization: _____

CIFA Member

Non-CIFA Member

Project Name: _____

Project Status: *ongoing / completed

Duration: _____

to _____

Responsible Person: _____

Tel: _____

Address: _____

Email: _____

Signature of

Responsible Person: _____

Name of Responsible

Person: _____

Date: _____

Agency Chop: _____