



Consortium of Institutes on Family in the Asian Region

2012 Asian Award for Advancing Family Well-being (3A Project 2012)

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. 7 copies of project material in hard copy should arrive at CIFA Secretariat by mail or courier to 6/F Tsan Yuk Hospital, 30 Hospital Road, Sai Ying Pun, Hong Kong **not later than 5:00pm on 12th June 2012** (according to postal chop date). Late submission will **not be accepted**.
3. 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

Production of 3A Brochure (2012)

1. Please submit the agency logo in AI file format (*.ai).
2. Please provide the agency website if available.
3. Please submit a synopsis of 300 words in Office Word file (*.doc) to describe the project.

Adjudication

An adjudication panel with 6 members comprising the Chairperson of CIFA Council, the representative of the sponsoring organization 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 3rd CIFA Regional Symposium in Singapore in December 2012 to present the project for final adjudication.

“Converging professional wisdom for family well-being”

Tel: (852) 2859 5300 Fax: (852) 2559 1813

Email: info@cifa-net.org

6/F Tsan Yuk Hospital, 30 Hospital Road, Hong Kong



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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 3rd CIFA Regional Symposium in December 2012 in Singapore at the Award Presentation Ceremony.

Schedule

Deadline for submission of project for 2 nd round	12 th June 2012
2 nd round interviews	16 th - 17 th August 2012
Announcement of 2 nd round result	12 th September 2012
Final Round Adjudication and Award Presentation	12 th December 2012 (3 rd CIFA Regional Symposium in Singapore)

Tips for Submission

Project themes

- a) Promote and enhance family functions
- b) Encourage cross-sector/professional collaboration
- c) Support families at special circumstances
- d) Confront adverse family situations and social exclusions
- e) Embrace changes for family sustainable development
- f) Any other areas related to family strengthening and betterment

Description of the project

- What is the objective of the project, and challenges/issues it addresses?
- What is the conceptual framework of the project?
- What methodology and approaches are adopted in the project?
- 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?
- How can the project/experience be sustained?
- What lessons are there to learn from this project and how can the experience/knowledge be transferred/ replicated?

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Selection Criteria

A. Rationale and Social Responsiveness:

- Expressive needs
- Statistical evidence
- Research work
- Agencies' vision and mission

B. Work approach and implementation process:

- Theoretical base
- Methodology
- Clinical basis
- Planning
- Strategies to reach the expected target groups
- Skill (marco/ micro)

C. Effectiveness in enhancing family functioning and its achievements:

- Qualitative
- Quantitative

D. Innovation:

- New
- Creative
- Creativity throughout the entire project

E. Sustainability and replicability:

- Well recorded documentation
- Systematic
- Evidence based effectiveness (measurements)
- Cost effectiveness
- Knowledge/skill transformation/Influential effects on others (3rd party)

F. Institutional synergy promoting multi-disciplinary or cross-cultural collaboration:

- Factual information
- Strategy of mobilization of stake holders
- Accountability to stake holders

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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 _____

Name of Project Contact _____

Person: _____

Tel: _____

Address: _____

Email: _____

Signature of Agency
Representative: _____

Name of Agency
Representative: _____

Date: _____ Agency Chop: _____

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