

Competition Rules, Low2No - A Sustainable Development Design Competition

1 Introduction

The Low2No Competition (furthermore "the competition" or "the design competition") is a sustainable development competition which has a significant architecture component. Since the design competition is organised by a public purchasing unit the requirements of public procurement legislation must be fulfilled in addition to the principles set out here.

Parties

The parties in a design competition include the organiser of the competition and the competitors. Other parties may include a jury and a secretary to the jury. There may also be an organisation providing competition services, or some other actor, to an extent agreed upon separately.

Responsibilities

The competition organiser is responsible for all liabilities stated in the competition invitation.

In an invitational competition those who have accepted the invitation are obliged to submit an entry in accordance with the invitation.

The jury is responsible for making a specific report on all competition entries and an evaluation protocol, in accordance with the rules here set out.

2 Scope and applicability of the rules

The design competition is understood as a procedure in which the organiser of the competition asks two or more designers for a design solution, proposal or outline, to be submitted at the same time and following the same brief. Competition entries shall be submitted anonymously and evaluated by an objective and expert panel of jurors, which selects the winner or winners.

The competition organiser will usually be the commissioner of the project. The competition organiser shall draw up the competition conditions and appoint the jury in accordance with point 6. The winner or winners and other rewarded or purchased entries shall be selected on the basis of the goals and the evaluation criteria set out in the competition conditions.

3 The nature of the competition

The purpose of a design competition is to find a designer and a solution that will form the basis for further design work on the project. A design competition will be appropriate when the intention is to implement a project on the basis of the competition conditions. It is envisaged that the competition will lead to a design commission.

4 The form of the competition

The design competition is an invitational competition which has two stages: the first stage will be an open request for qualifications, and the second stage will be a continuation of the competition with

teams selected from the request for qualifications according to the evaluation criteria set out in the RFQ document.

5 Eligibility

The participants in an invitational competition are chosen by the competition organiser, either directly or from those who have entered the competition. In the selection of those to be invited, a public purchasing unit must observe legislation on public purchases.

The design competition is not open to members of the jury, advisory experts or the competition secretary. The business associates and the close relations of competition jurors are also excluded from the competition. Furthermore, anyone who has been involved in the preparation of the competition conditions to the extent that he or she would have a clear advantage over other competitors is ineligible.

In an invitational competition a participant is allowed to submit only one entry per stage.

6 The Jury

For the design competition a jury will be appointed, the function of the jury being to approve the competition conditions, answer questions about the competition according to what has been set out in the conditions, evaluate the entries, draw up the evaluation protocol and decide the result of the competition.

A quorum shall be formed by the 2/3 of the jury. If a juror is prevented from taking part in the work of the jury, a new juror must be appointed in his or her place. Competitors must be informed of any change in the composition of the jury.

The majority of the jury must be appointed by the organiser. The organiser shall appoint the chairperson and the secretary of the jury and – if necessary – a person whose task is to maintain contact with the competitors. That person shall be bound to secrecy.

The jury can employ external specialists who will render their professional opinion on those aspects of the competition entries in which they are competent, but who will not take part in the general evaluation process.

7 Competition secrecy

The anonymity of the entries is to be observed until the jury has rendered its opinion or made its decision. Competitors must ensure anonymity when drawing up and submitting their entries.

8 The competition invitation and the competition conditions

The competition organiser shall draw up and approve the competition conditions. The competition invitation and the competition conditions shall state that design solutions are to be submitted within a single submission, and that the design solutions will be evaluated according to the criteria stated in the competition conditions.

The competition conditions shall state the organiser, the procedures and the eligibility criteria for the competition, and also the composition and power of decision of the jury panel. In addition, it shall clearly and unequivocally set out the objectives, the initial information, the directive and binding design principles, the evaluation criteria and the usufructuary rights, the instructions for drawing up the entry, and the language to be used in the entry.

The competition conditions shall mention the prizes or rewards to be awarded in the competition; it shall also mention any remunerations for drawing up the entries, along with possible purchase prices, and the value added taxes which these include.

The competition conditions shall present the competition organiser's idea of how the project aimed at in the competition should go forward, and explain to what degree the decision of the jurors will bind the commissioner.

If the entries are to be on public display before the result of the competition is decided, this must be mentioned in the competition conditions.

By taking part in the competition the participants give their approval to the competition conditions.

9 The adjudication of the competition, and the report of the jury

The jury must award prizes to those entries which solve the task in the best possible way, according to the criteria set out in the competition conditions.

The jury must provide for disqualifications by nominating reserve entries for the first and second places.

The jury can give honourable mentions for unplaced entries of sufficient merit.

Only the members of the jury, the secretary and advisory experts are allowed to be present during the judging of competition entries. In matters concerning judging, they are bound to secrecy.

The jury shall decide which entries are to be accepted for adjudication and which are to be rejected.

An entry shall be disqualified if:

- it is not anonymous,
- it is not submitted in the manner laid down in the competition conditions,
- a document required in the conditions is missing, unless the jury considers the omission to be of secondary importance for the evaluation of the entry.

The jury shall draw up a report which includes a description of the competition task, a general evaluation of the competition, entry-specific evaluations of all competition entries, a decision on the distribution of prizes and reasons for the decision, a recommendation for further action, a transcript of the jury's deliberations, possible dissenting opinions, possible expert opinions, and essential pictorial and textual material relating to the entries.

When the report of the jury has been checked and signed, the sealed envelopes containing the prizewinners shall be opened.

10 Payments and compensation in respect of work done

Prizes and financial rewards shall be set out in the competition conditions.

Each competitor selected to the second stage shall receive an equal financial reward or as determined by the jury. The competition organiser shall define the sum to be provided on the basis on the amount of work needed to prepare an entry. The documentation required and the worth of the entry shall also be taken into consideration.

The competition jury can unanimously decide either to reduce or to completely withhold any financial reward for an entry which they consider to be deficient.

11 Display of entries and publication of the results

All entries shall be displayed in the form in which they existed at the time of the evaluation, and the report of the jury shall be given for examination to at least the competitors. The conditions governing the public display of the entries shall be explained in the competition conditions.

All organisations and key persons involved with the prize-winning entries will be mentioned in information concerning the competition.

The right to use and publish material given to the competition, or photographs of the material, shall remain with the competition organiser.

Innovations and inventions and other trade secrets can be classified as secret or stated to be secret, in accordance with the Act on the Openness of Government Activities.

12 Responsibility for the entries

The competition organiser shall return entries to the participants, in accordance with the competition conditions, unless the entries are purchased and become the property of the organiser, or unless otherwise stated in the competition conditions.

The competition organiser shall be responsible for the appropriate storage of the entries, and shall provide compensation for a damaged or lost document or scale model, in accordance with the competition conditions.

13 Tenders in connection with a design competition

If the competition conditions ask for tenders for design work to be carried out subsequent to the competition, the tendering documentation shall not be opened until the evaluation has been carried out in accordance with the competition conditions and recorded in the jurors' report in an approved manner, and after the envelopes containing the names of prize-winners have been opened.

14 Usufructuary rights and copyrights

The competition organiser shall have the proprietary right to prize-winning, purchased and rewarded entries. The competitors shall retain copyright to their entries. The competitor who receives the commission shall have the right to make use of the subjects and ideas of other prize-winning and purchased entries, subject to the originators' copyright.

If the competition involves a product which is reproduced, the prize-winner shall have the right to offer his or her entry to another manufacturer, if the organiser has not reached an agreement with the prize-winner within the time specified in the competition conditions.

15 Settlement of disputes

The procedure for the settlement of disputes shall be laid down in the competition conditions.

16 Filing

The conditions and the jurors' report, including attachments, but with the exception of classified portions, shall be filed in a reliable way.

17 Competition expenses

The competition organiser shall pay all the expenses for organising the competition.

***These rules are adapted from the Rakennusalan suunnittelukilpailun periaatteet and the Finnish Association of Architects (SAFA) competition rules.*