



Stockholm Junior Water Prize

# National organizers handbook

# 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. Pictured here with 2015 winner, Perry Alagappan, USA.

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2015 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?

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# Stockholm Junior Water Prize at a glance

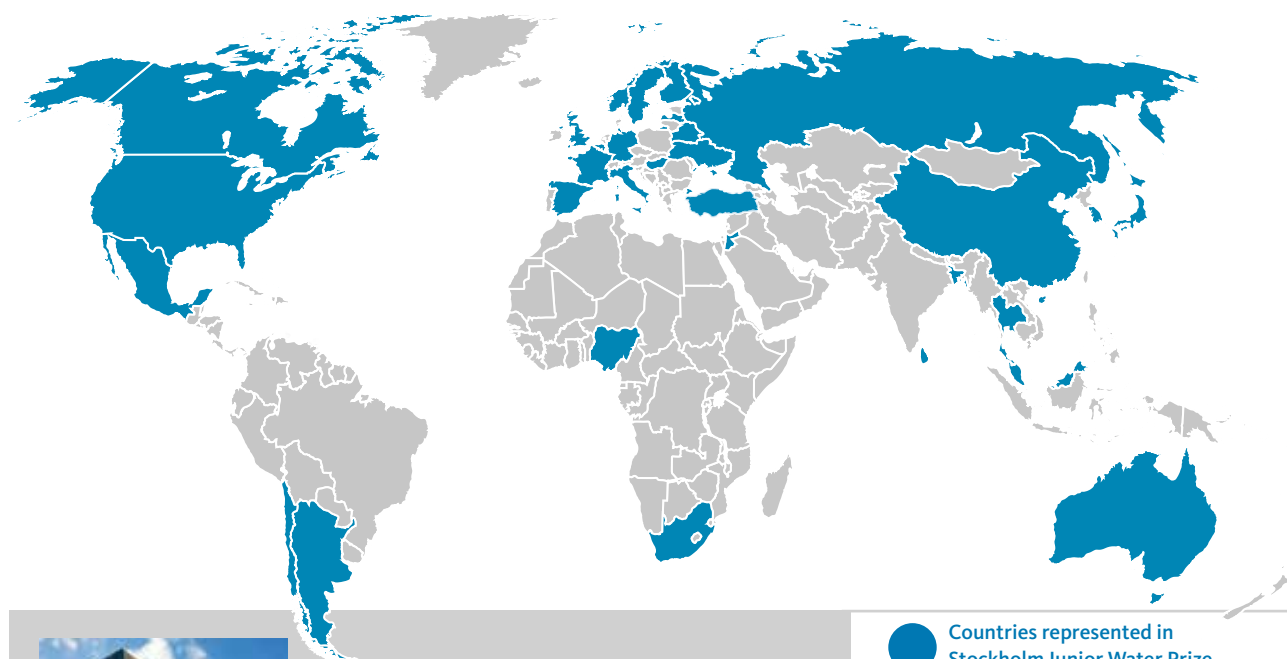
**The competition** | Stockholm Junior Water Prize gathers imaginative young minds from all over the world, encouraging their continued interest in water and sustainability issues. Each year, thousands of participants in over 30 countries all around the globe join national competitions in hopes of earning 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 takes place during World Water Week.

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.

## Countries represented in Stockholm Junior Water Prize

Argentina • Australia • Bangladesh • Belarus  
Canada • Chile • China • Cyprus • Finland  
France • Germany • Hungary • Israel • Italy  
Japan • Latvia • Mexico • The Netherlands  
Nigeria • Norway • Republic of Korea  
Russian Federation • Singapore • South Africa  
Spain • Sweden • Thailand • Turkey • Ukraine  
United Kingdom • United States



*“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 lifetime 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.



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: Swedish Junior Water Prize
- in Korea: Korean Junior Water Prize
- in Canada: Canadian Stockholm Junior Water Prize

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 involves:

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 directly 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** | Stockholm Junior Water Prize is open to students between 15-20 years. They must attend secondary school or equivalent. University students are not eligible to enter the competition, even if they are younger than 20 years. The project that the students are competing with must have been pursued while still in secondary school. If students have just graduated from secondary school, but not yet started university, they are still eligible to enter the competition. 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 group of two to three students. Note that a maximum of three 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 appoint winners that have the maturity to compete internationally. This includes the ability to understand and speak English. Competition entries can originate in natural sciences or social studies. They can just as well emanate from subjects such as sports, health, art, music or drama. Most important is that the competition entries aim at improving the 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 project display for public exhibition. Everything must be presented in English.



This represents a standard exhibition space for the finalists, including their poster and other materials.



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

- Written in Times New Roman 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 display should exhibit the essential parts of the work. It should include illustrations and demonstration material. Project displays shall follow the standard dimensions below: two posters, each maximum sized 96 cm (wide) x 200 cm (high). The posters must be written in English.

**International final catalogue** | Every national competition entry should be summarized in a short text in English. The text will be used in a printed catalogue presenting all the projects in the international final. The text has to be clear and easily understood by people with no or little knowledge about the water field. Same goes for the header, which does not have to be the same as the project's name. Note that the text will not be considered by the jury – it is merely for information. The international catalogue will be used during the World Water Week and when marketing the prize to sponsors and partners.





# 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:

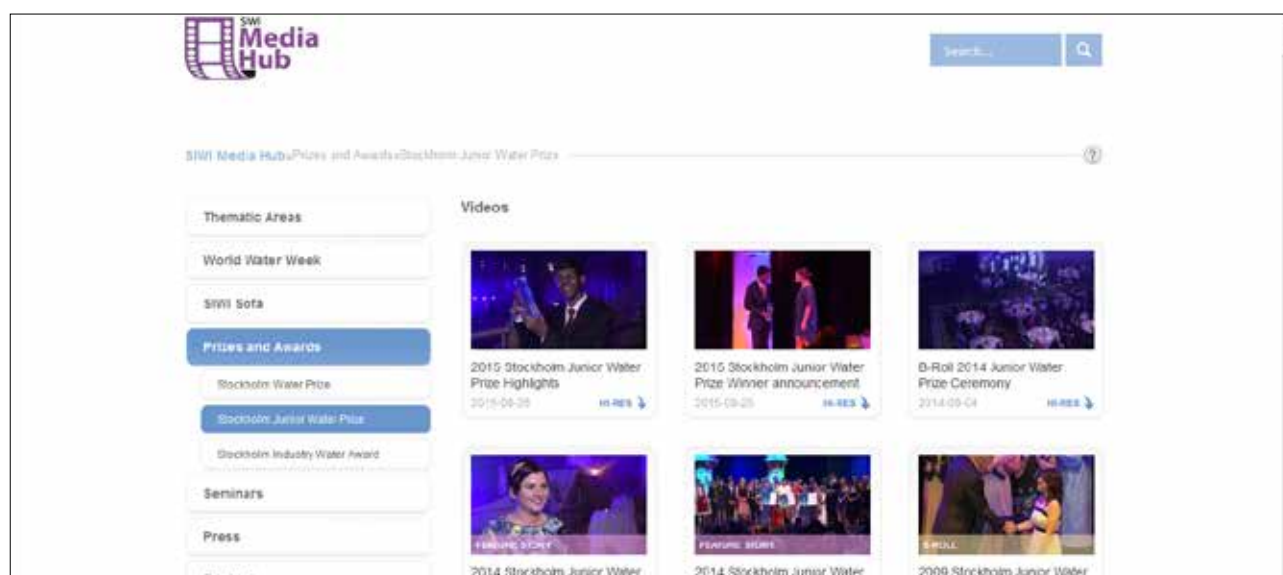
- Builds national awareness of the prize
- Increases participation in the national competition, particularly if youth or education oriented media shows interest
- Positions and strengthens your organization as national supporter of science and education
- Draws attention to important water issues
- Helps 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/mediahub](http://www.siwi.org/mediahub). The logotype may not be altered in any way, shape or form.

**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 website: [www.siwi.org/SJWP/login](http://www.siwi.org/SJWP/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:
  - In the international final catalogue for the Stockholm Junior Water Prize and the national catalogue presenting the national finalists
  - 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/prizes/stockholmjuniorwaterprize/national-organisers](http://www.siwi.org/prizes/stockholmjuniorwaterprize/national-organisers)

**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, Text Guard 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 for one week. You must submit to us all the information described in the Stockholm Junior Water Prize registration form. This includes:

- A short text for the international final catalogue
- 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. We will also provide you with an FAQ 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 in Stockholm
- 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 traveling 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/SJWP/login](http://www.siwi.org/SJWP/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:

[www.worldwaterweek.org/register](http://www.worldwaterweek.org/register)

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 be 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** | In the international final a table for display material or models will be placed in front of the poster. Note that the floor space is limited – no big objects should be brought. Electrical connections will be provided by the SIWI, if notified in advance. Electrical equipment such as computers, printers and laser projectors are not recommended. In case the students bring anything valuable they are strongly advised to insure all their equipment. The Stockholm Water Foundation and SIWI are not liable for loss or damage. The international jury will visit each display to discuss the project and interview the finalists.

**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.





**The programme** | It is compulsory for all to follow the programme, which includes different educational and social activities. In the hall the finalists display their posters and the international jury interviews each finalist about their project. The highlights of the week are: The Stockholm Junior Water Prize Award Ceremony and dinner, as well as the Stockholm Water Prize Award Ceremony and Royal Banquet in the City Hall.

**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.

## 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 winner's school receives **USD 5,000**. The international jury may choose to award different projects with Diplomas of Excellence, in which case the recipient receives **USD 1,000**. The prize sums are provided by the Stockholm Water Foundation. All finalists will receive diplomas and recognition on stage.





**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.

a water wise world  
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