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| **Secretary General:**Bill Kearney6 Coolamber Park, Knocklyon,Dublin D16 Y1F7 , IrelandEmail: info@entente-florale.euTel: 00353871000 | Entente Florale Europe **Regulations & Guidelines****For Participants** |  |

**1. General Information**

* 1. National organisations of member countries, board and jury members, and applicants to the competition are expected to comply with these requirements, as they relate to their involvement with the competition.
	2. In accordance with their membership of Entente Florale Europe (EFE), the international jury, national bodies, their representatives, jury members and applicants to the competition, all agree to the constitution, bye-laws, and these regulations, and guidelines.
1. The common language is English.
2. Entries may take part in this award scheme at intervals of 5 years, irrespective of their awarded medal.
3. There are 3 populations bands for entry, up to 5000, 5001 – 50.000, 50.001 and over.
4. Every year, each member country may put forward 1/2/3 entries. Ideally, these should be of different population bands. In exceptional cases, if there is no potential candidate, the two entries may be from the same size category.

**2. Judging Agreements**

All participants are responsible for their own performance and are obliged to accept and respect the result of the competition. After each visit, Jury members as a group, provide an assessment which includes positive feedback on the aspects of the visit which comply with the criteria, advice on matters which need attention and proposals for improvement. Final marks for each participating entry is calculated from the combined marks of all jury members who visited that centre. After the board has an opportunity to ratify the verdict of the jury, the results of the competition for that year, are determined. However, these results are confidential until they are announced at the award presentation (usually in September). Any form of lobbying/representation/negotiation to change the final decision cannot be entertained.

**3. Responsibility and liability**

The Board’s Decision regarding the results of the competition, which is based on the recommendations of the Jury, shall be final. No legal liability will be accepted for all or any legitimate and formal decisions made by the Board or Juries in respect of the results/outcome of the competition. This applies in respect to the organisation as a whole, and to individual officials/members of EFE.

**4. Legal Jurisdiction and Interpretation.**

These “E.F.E. Regulations and guidelines” shall be governed by and interpreted according to the laws of Ireland.

**5. Information documents**

The regulations and guidelines are set out in a series of information documents as follows:

**5.1. Application Procedure.**

**5.2. Preparation for the Assessment Visit.**

**5.3. Requirements for the Assessment Programme.**

**5.4. Recommended Timings for the Assessment Programme.**

**5.5. Green list - important deadlines**

**5.1. Application Procedure**

1. Entry to the competition is made by completing an official application form and submitting it to the Secretary General, to be received by the 15th of January each year. Each entrant must designate a 14-day continuous period between the 25th of June and the 31st of July, to facilitate the Jury visits. This should be stated in the entry form. No other preferences can be considered during planning of the jury itinerary. Jury legs may overlap, if necessary.
2. The final schedule of the assessment itineraries will be announced after the spring meeting. The date and time of judging will be based on the most logical and cheapest option available. The length of the working day will be a major consideration when planning the legs.
3. General advanced information about the entrant must be provided for the spring meeting of the jury. This can be in the form of small promotional brochures and/or a promotional CD/DVD.
4. **In cases where entrants wish to apply for one or more Thematic Prizes, they should prepare a 2-page submission (minimum 12 font), detailing the relevant activities undertaken by them.**

**5.2. Preparation for the Assessment Visit**

1. All entrants are advised to consult the Entente Florale web page [www.entente-florale.eu](http://www.entente-florale.eu).
2. The following tasks are required.
	* 1. Drafting a programme for the jury visit within the country
		2. Route plan (including map) for the assessment visit.
		3. Organisation of presenters, partners and others involved within the community.
3. Arrangements (including costs) for jury travel, accommodation, and catering inside the country are the responsibility of the participants and/or their national organisation. Travel costs from country to country are the responsibility of the jury members/national organisations themselves.
4. Every effort should be made to reduce travel costs, including early booking of flight tickets, and local agreements between geographically adjacent countries to share bus transport. A bus should be adequate in size, providing a double seat for each jury member, and should be equipped with air conditioning and water. All local agreements to be approved by the Secretary General, and national organisations. With the preliminary approval of their national organisation[s], observers take part completely at their own cost.
5. The beginning and end of a leg will be at the closest international airport to the entrant. At the beginning of a leg, jury members must be able to report to an agreed meeting place at the airport by 4.00 pm on that day, or later by agreement if travel distances to the entrant allow. At the end of a leg, jury members must be returned to the airport by mid-day at the latest or earlier by agreement if travel distances allow.
6. In case a jury member is arriving later, leaving earlier or cannot join the group, special transfer has to be arranged and financed by the jury member itself.
7. If possible, all jury members should be accommodated in one hotel in separate rooms. Luxury accommodation is not required. The required standard is for the rooms to be clean, preferably with air conditioning, have ensuite facilities, and to be sufficiently large to enable a jury member be comfortable and relaxed.
8. All information for the arranged visit, the judging programme, and accommodation must be completed, and sent to the Secretary General for approval by mid-May. This will then be passed on to the relevant jury members visiting. Any changes to the programme have to be agreed by the jury chair. A special diet (vegetarian, gluten free etc) should be available for jury members if requested in advance. During long travels no hot meal is necessary; cold food will suffice.
9. The success of the assessment visit by the jury will depend on the preparation made by the national jury member in mentoring the entrant, and the collaboration of the various interested bodies. The most important objective during the preparation will be the arrangement of the visit, what to put in and what to leave out, to cover all the aims and objectives of Entente Florale within the designated judging time.
10. The time period allowed for the assessment visit is critical and must be respected. The maximum time allowed is based on population of the entrant as follows:
	* 1. Population up to 5,000 max. 4 hours judging plus a maximum of 1 hour for lunch.
		2. Population 5,001 – 50,000 max. 6 hours judging plus a maximum of 1 hour for lunch.
		3. Population 50,001 max. 7 hours judging plus a maximum of 1 hour for lunch.
11. The jury will adhere strictly to the time schedule; therefore, planning should include knowing in advance which presentation points to leave out if time runs short. The beginning and end of the assessment visit must be clearly highlighted in the written programme and announced to the judges.
12. The information provided for the jury at the beginning of the tour should include:
	* 1. A map indicating the extent of the community and the area being assessed.
		2. A route plan showing the various stop off points and some space for note taking.
		3. Material prepared for the thematic prize.
13. After welcome and introductions for a maximum period of 15 minutes (which is not part of the assessment period) the suggested programme should commence with a presentation (maximum 45 minutes, including time for questions) followed by the assessment visit.
14. Most areas can be visited on foot, longer distances by coach. It is not necessary or desirable to use unusual means of transport. Jury members have the personal right to refuse the arranged transport, if, in their view, it carries a risk to their personal safety or comfort.
15. Because of the close relationship between projects, and the individuals, volunteers, and sponsors who are involved, the projects should be presented by those responsible, and their involvement made clear.
16. The jury welcomes the opportunity to meet as many representatives of the community as is practical, in order to be able to judge the involvement of all sections of the community. In particular, activities and commitment must be demonstrated by the public sector [the municipality], the private sector [commercial bodies, businesses and organisations] and the voluntary sector. Nevertheless, it is not desired that large crowds of local residents or representatives join the jury during the assessment visit.
17. The time given for assessing any project or area within the programme should be in relation to their importance in the total context of the judging criteria.
18. If a translator is required at any stage of the judging tour, ensure that they are competent for the task, and fully briefed to only repeat accurately what is being presented. The help of the mentor judge(s) in translations is to be avoided. The use of headphones and earphones is acceptable.
19. For the comfort of jury members, plan sufficient breaks, and due to uncertain weather, umbrellas for rain and sufficient drinks if it is hot.
20. The tour should end at an appropriate facility, where a room can be provided for the jury to have a 15-minute break and meet for an initial private deliberation of approximately 1.5 hours. This may be followed by a 30-minute private meeting with representatives of the entrant to give initial feedback.
21. The press should be advised beforehand that time will be given for one posed photograph of the jury either at the beginning or end of the tour, or at lunchtime. Press or television interviews need to be negotiated with the jury chair and can be arranged to take place during the day as long as they do not impede the judging process. The press must not approach individual jury members on the tour when judging is taking place.

**5.3. Requirements for the Assessment programme**

* 1. For judging purposes, the jury must be confident that the visit is well planned and organised in order to afford the applicant the best chance of success. To ensure that all applicants get the best opportunity to present their community and to be fair to all participants, the following essential elements of the judging process shall be provided for.
	2. The assessment visit remains the total responsibility of the entrant.
	3. Along with the assessment visit adequate time must be included for the initial deliberations, and the press conference (if any) along with adequate time for the jury members to prepare for any social event arranged afterwards. Entrants are referred to the suggested **blueprint programmes -see below** for a judging day with maximum 7-hour, 6-hour and 4-hour assessment tours.
	4. If an entrant intends to arrange a programme with different time allocations, then written approval must be obtained from the Entente Florale Europe Secretary General. The Chair of the Jury reserves the right to reject a programme that differs from the recommended time allocations.
	5. The Jury team are visiting the entrant as judges, not tourists. If any extra events or activities are arranged during the jury’s stay, then it is done on the understanding that any individual jury member’s attendance is optional.
	6. If other activities or visits are arranged where jury members’ attendance is deemed essential by the entrant, then written agreement from the Entente Florale Europe Secretary General must be obtained beforehand. Otherwise, jury members reserve the right to treat them as optional. Any programmes in close relation with the judging criteria before the official start of the judging (especially the day before judging) should be avoided.
	7. Whilst hosting the jury, there will be one official dinner. Other mealtimes and any activities outside the judging period will be unofficial. Unofficial dinners should be informal, relaxed with no dress code, and should be of short duration. At an informal dinner allowance should be made for jury members to retire should they so wish.
	8. At the beginning of a judging leg, the jury requires a facility/meeting room for a 1 hour familiarisation meeting. At the end of each leg, the jury require a facility/meeting room for 2 hours for deliberations.
	9. The Jury’s itinerary will be divided in several legs. Apart from the assessment visit proper, time has to be allowed for relaxation. Therefore, evening invitations to the jury for formal or informal events should not extend longer than 2 hours 30 minutes and should be completed by 22.30 hours at the latest.
	10. Travels for the jury will entail car, coach, train and plane within each leg. Personal effects and documentation will generally result in relatively heavy luggage. If only for this reason alone, entrants are requested to confine any gifts to small, token souvenirs of the visit. Jury members may need to leave behind extra documentation given on the day.

**5.4. Recommended Timing for Assessment Programmes**

With the judging times strictly designated depending on the population of the entrant, **the following blueprint programmes are advised to be used by the entrant.** If a different programme is considered more suitable, written permission must be obtained from the Secretary General.

**5.4.1. Judging period maximum 7 hours, population 50,001 plus.**

Maximum of 30 minutes from hotel to venue

8.15 am Meet jury at venue for welcome and presentation. Group photograph.

8.30 am Commence assessment visit with a presentation and exhibition.

9.45 am Start of site visits.

10.30 am Coffee break included in judging period.

12.30 am – 1.30 Lunch 1 hour. (Morning judging of 4 hours completed)

1.30 pm Judging re-commences.

4.30 pm Judging completed, travel to venue for initial deliberation.

Maximum of 30 minutes transfer

4.45 pm 15 minutes break.

5.00 pm Judges initial deliberation of 1 hour and 30 minutes.

6.30 pm Feedback meeting of 30 minutes with entrants.

7.00 pm Jury returned to hotel.

7.45 pm Meet jury for transport to dinner.

8.00 pm – 10.30 pm - Official dinner.

10.30 pm Return jury to hotel.

**5.4.2. Judging period maximum 6 hours, population 5,001 – 50,000.**

Maximum of 30 minutes from hotel to venue

8.30 am Meet jury at venue for welcome and presentation. Group photograph.

8.45 am Commence assessment visit with a presentation and exhibition.

09.30 am Start of site visits.

10.45 am Coffee break included in judging period.

12.00 pm – 1.00 pm Lunch 1 hour. (morning judging of 3 hours 15 minutes completed).

1.00 pm Judging re-commences.

3.45 pm Judging completed, travel to venue for initial deliberation.

Maximum of 30 minutes transfer

4.00 pm 15 minutes break.

4.15 pm Judges initial deliberation of 1 hour and 30 minutes.

5.45 pm Feedback meeting of 30 minutes for entrants.

6.15 pm Jury returned to hotel.

7.45 pm Jury meets for transport to dinner.

8.00 pm – 10.30 pm - Official dinner

10.30 pm Return jury to hotel.

**5.4.3. Judging period 4 hours, population up to 5,000.**

The 4 hour judging period can be managed using the same time elements as in the above 2 examples, with the 4 hours judged either in the morning or afternoon, or with a break for lunch. If travel timing requires the jury staying all day, then judging could be split, 2 hours in the morning and 2 in the afternoon, with the hour lunchtime mid-day.

It is imperative however that the various extra timed requirements as shown for the 7-hour and 6-hour judging are then included.

Please note: Before or after 4 hours judging period, a travel time should not exceed 3 hours.

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| **5.5 Green list****Important deadlines in Entente Florale Europe competition.** |
|  **15th of January** | Send the *Entry form* and 10 pictures to Secretary General (info@entente-florale.eu) |
| **2nd of February**  | Provide general information of the entrant in brochures or CD/DVD  |
| **13th of May**  | All information from the entrants for the arranged visit, the judging programme, and accommodation must be completed, and sent to the Secretary general for approval.  |
| **20th of July**  | Jury, Board, National Coordinators and participants should arrange to complete the registration form provided by the organizers of the prize giving ceremony. |