



**MARGARETHA  
LUPAC  
STIFTUNG**  
für Parlamentarismus  
und Demokratie

## **Submission Guidelines for the Democracy Award 2024**

It is the objective of the Parliament's non-profit foundation to promote the idea of democracy and parliamentarianism and to strengthen the principle of tolerance in the discourse on issues of politics, art and societal developments. To meet its objective, the foundation offers a Democracy Award every other year.

### **Principles of procedure**

#### **1. The Jury**

The Jury installed pursuant to section 3 (1) of the Statutes of the Foundation submits to the Board of Trustees proposals for a Democracy Award. The Jury elects a chairperson who coordinates the work.

#### **2. Convocation of Jury Meetings**

The chairperson shall convene the Jury to its meetings. After having agreed on a date for a meeting, all members of the Jury shall be informed by e-mail at least four weeks prior to such a meeting.

#### **3. Quorums**

The Jury shall be deemed to have a quorum if the chairperson and half of its members are present. It shall take its decisions unanimously.

#### **4. Confidentiality**

The deliberations of the Jury and the submissions received are confidential.

#### **5. Prize money**

The Democracy Award amounts to a total of € 21,000.-, which may be split between a maximum of two winners.

#### **6. Secretariat**

The Secretariat of the Jury is formed by the officials of the Parliamentary Administration designated by the Board of Trustees. The Secretariat shall be responsible for all preparations necessary for the meetings and shall prepare the minutes of the Jury meetings.

#### **7. Call for submissions and announcement**

The call for submissions for the Democracy Award shall be issued following the decision of the Board of Trustees, which is based on the proposals of the Jury. This call for submissions shall be published at least by the Austrian Parliament's Press Office and on the website of the Foundation and/or of the Austrian Parliament.

#### **8. Submissions**

The application form available on the Parliament's website must be signed and addressed to the Jury of the Margaretha Lupac Foundation for Parliamentarism and Democracy, c/o Parliament, Dr.-Karl-Renner-Ring 3, A-1017 Vienna.

Applications must be addressed to the Jury of the Margaretha Lupac Foundation for Parliamentarism and Democracy, email: [lupacstiftung@parlament.gv.at](mailto:lupacstiftung@parlament.gv.at). Both self-nominations and third-party nominations are possible. Submissions should be made in electronic form.

Applications nominating an individual have to include the signed application form, a curriculum vitae and a justification describing the candidate's merits as required by the Call for Submissions.

Applications nominating an organisation/institution have to include the signed application form as well as a detailed description of the organisational structure, the organisation's objective and purpose, a list of projects conducted in the past three years and a justification describing the organisation's/institution's merits as required by the Call for Submissions.

## **9. Deadline for submissions**

Applications must be submitted between 15 January and 15 June 2024 either electronically or by postal mail. In the latter case, the submission must be postmarked by the deadline.

## **10. Procedure**

After the expiry of the submission deadline, the Secretariat shall hand over all submissions addressed to the Margaretha Lupac Foundation for Parliamentarism and Democracy to the chairperson of the Jury, who shall develop a proposal for their assignment for evaluation. The Secretariat of the Jury shall subsequently forward this proposal for assignment, together with a list of all submissions received, to the members of the Jury. A Jury member may for good cause, e.g. in case of personal bias, refuse to review an assigned submission. The submissions assigned for evaluation, including all related documents, will then be forwarded (by email or postal mail) to the respective Jury members. Each member is entitled to inspect the submissions not reviewed by him/her as well as the related documents.

Two weeks before the Jury meeting at the latest, the agenda of the forthcoming Jury meeting shall be forwarded to the members of the Jury.

The Jury members shall submit their reviews in writing. The reviews shall be annexed to the minutes of the Jury meeting. Evaluation criteria shall be the sustainability and quality of the submission in conformity with the requirements specified in the Call for Submissions. For more details please refer to the Call for Submissions.

## **11. Ranking of the candidates**

The Jury members may propose to the Board of Trustees a maximum of two

candidates for the Democracy Award, as well as what share of the prize money each of them is to receive.

The proposals adopted by the Jury in its meeting shall be recorded in written minutes, which shall be checked and signed by the Jury members and passed on immediately to the chairperson of the Board of Trustees of the Foundation.

The right of the honorary Jury, instituted by the board of trustees, to make proposals for the Democracy Award is not subject to any restrictions.

## **12. Decision by the Board of Trustees**

The Board of Trustees shall make its decision on the award winner(s) on the basis of the proposals made by the Jury. After the Jury has submitted its proposals, the members of the Board of Trustees may inspect the applications. These documents passed on to the Board of Trustees are confidential.

## **13. Quorum of the Board of Trustees**

The Board of Trustees shall be deemed to have a quorum if the chairperson or his/her deputy and half of its members are present. Members of the Board of Trustees may be represented by another member. The Board of Trustees shall make its decisions on a majority basis.

## **14. Exclusion of legal recourse**

By submitting their work, applicants acknowledge that legal recourse is excluded. Applicants will be informed in written form.

## **15. Award ceremony**

The Democracy Award is presented to the winners in the course of a festive ceremony in Parliament.

## **16. Privacy statement**

The personal data contained in the submission documents are required for the processing of the respective submission (and thus for the Margaretha Lupac Foundation to perform its task) and are used exclusively for this purpose. The data are not transmitted to third parties and are preserved exclusively for documentation purposes.

In respect of their personal data, applicants have the right of access, the right to rectification, erasure, restriction of processing, data portability, and the right to object (Art. 15 to 21 GDPR).

If the lawfulness of data processing is based on the applicants' consent, they have the right to withdraw their consent at any time. Withdrawal of consent does not affect the lawfulness of processing on the basis of their consent before its withdrawal (Art. 7 para. 3 GDPR).