

## REGULATION

### on the international “Transformation” projects competition held within the framework of the International Productivity Week IPWeek 2021

#### 1. Aim

The goal of the competition is to establish and scale the best practices for increasing labour productivity along with encouraging creativity in building Industry 4.0 production systems, developing human capital and ensuring sustainable development.

#### 2. Nominations

- KAIZEN PROJECT - Competition of corporate projects dedicated to improving productivity, operational efficiency, and quality management.
- HUMAN CAPITAL - Competition of projects in the sphere of corporate and production culture development, personnel training, socially-oriented actions, programs dedicated to popularization of technical education, children and youth’s technical creativity programs.
- SCITECH 4.0 – A special nomination of this year’s competition, dedicated to the implementation of scientific and technological advances in the process and system excellence projects.

#### 3. Subject and language of the competition

The subject of the competition is the implemented improvement projects, submitted for this competition as a set of materials that reflect the content of the implemented changes and that are designed in accordance with the requirements of section 5 of this Regulation, as well as the defence of the projects before an international jury in an online format.

Competition participants are free to choose one of the three official languages of IPWeek 2021 for the presentation of their project: English, Russian or Czech.

#### 4. Participants

The competition welcomes individuals and legal entities who have fulfilled the conditions mentioned in this Regulation, paid the registration fee, and are not manufacturers or suppliers of military equipment, weapons and ammunition.

#### 5. Competition materials

5.1. In order to be able to take part in the Competition, the participants must submit the following materials:

- 1) A project passport in Russian and English languages in .doc (x) format in accordance with section 5.2.
- 2) An electronic version of the poster in .pdf format, with the resolution of at least 3507 × 2481 pixels at 300 dpi
- 3) A video presentation<sup>1</sup> of the project, up to 3 min in .mp4 format, with subtitles in English or a separately attached subtitles text in .doc (x) format
- 4) An electronic presentation (up to 10 slides in the presenter’s native language), in .ppt(x) format

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<sup>1</sup> A phone camera filmed video is sufficient.

**The compilation of files should be less than 2 Gb per project.**

## 5.2 Project passport form

### **General information:**

- Project name and nomination
- Organization – applicant
- Brief information about the company (up to 500 characters)
- Company logo (please attach a download link here)
- Authors of the project with indications of their positions
- Applicant (person who will present the project before the jury)

### **Project content:**

- Problem statement and relevance
- Methodology and tools
- Brief annotation of the project (up to 1400 characters). Please describe in a short and concise manner the sequence of work on the project, hypotheses, search and verification of solutions, main activities and events.

### **Results of the project:**

- Number of participants
- Number of hypotheses
- Number of implementation activities and events
- Annual economic effect
- Social effect

## 5.3 Poster design requirements

- 1) The poster should reflect the content and results of the project in a short and concise form.
- 2) The poster must be made in colour and in horizontal orientation (electronic version of the poster in .pdf format, with the resolution of at least 3507 × 2481 pixels at 300 dpi).
- 3) The text of the poster must be in English.
- 4) The poster should contain the following:
  - Project information:  
project name, nomination, authors of the project, company logo.
  - Problem statement
  - Solution and methods
  - Results
- 5) The criteria for evaluation (see section 8.3) are recommended to be considered when designing a poster

## 5.4 Competition materials submission

The project materials have to be uploaded on a Google drive, and the files have to be numbered in accordance with the list provided in section 5.1. Please send the download link to the Organizing committee at [k.timakova@ipaweb.info](mailto:k.timakova@ipaweb.info), indicating “Competition, nomination ...” in the subject line.

## 6. Competition procedure and timetable

The competition is held in two rounds.

In the first round, the competition materials are published on the International Productivity Week portal for online voting by IPWeek 2021 participants, as well as evaluation by the Expert Council of the competition. Online voting of IPWeek participants constitutes 30% of the total evaluation of the first round, and the Expert Council's assessment accounts for the remaining 70%. The twelve projects with the highest number of votes proceed to the second round.

The second round takes place in the format of an online defence in front of the jury, during which a video about the project is played, then the participant presents the project and answers the questions of the jury. The time allocated is 10 minutes in total. The broadcast of the defence is available to all participants of IPWeek 2021.

The winner in each nomination is determined by the sum of the points scored in the two rounds.

April 5, 2021	Start of accepting applications for participation in the "Transformation" improvement projects competition
September 1, 2021	Payment deadline for participation in "Transformation"
September 10, 2021	The deadline for the submission of the competition materials
September 20, 2021	Publication of competition materials and projects defense schedule, and the opening of online voting on the IPWeek 2021 portal.
October 12, 2021	"Transformation" improvement projects competition Projects defense before an international jury, broadcasted on the IPWeek 2021 website.
<b>Announcement of the results and awards ceremony</b>	
October 15, 2021	Grand closing ceremony and awarding of the winners of the "Transformation" projects competition
October 22, 2021	Publication of the results of the competition on the official website of IPWeek 2021.

## 7. Registration fee

Registration fee amounts to 2000 euros for each submitted project, including the cost of participation for a team of 5 members. After receiving the application, an invoice in euros will be issued in the name of the applicant company. To pay in rubles, please contact the Organizing Committee.

## 8. The jury, organizers, evaluation criteria

### 8.1 The Competition organizer

The Competition is organized by the Organisational Committee of the International Productivity Week IPWeek 2021.

### 8.2 The jury

The winners and laureates of the competition are determined by an international jury. The members of the jury will be announced on the website of the International Productivity Week IPWeek 2021 before October 1, 2021.

The Expert Council of the Competition is formed by the established representatives of the professional community. The Council evaluates the content of the projects in the first round.

8.3. The jury will evaluate the projects based on the following criteria:

- 1) problem (significance, complexity, originality, relevance)
- 2) solution (consistency, uniqueness, methods, impact)
- 3) use of scientific and technological advances, Industry 4.0
- 4) creativity and synergy of different concepts in the project
- 5) human capital development, social aspects
- 6) clarity and visual representation of the poster
- 7) consistency, timing, originality of the video and answers to the jury's questions

The jury decides on the winners of the Competition based on the ranking of the results, using the criteria mentioned above, as well as taking into consideration the online voting results and the Expert Council's input.

### **9. Awards ceremony of the winners and laureates, publication of the Competition results**

The Competition winners will be awarded with certificates of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> degrees, special diplomas, and memorable prizes.

All participants will receive certificates of participation.

The competition results will be published on the website, as well as in the International Productivity Week 2021 official materials, and will be sent out to the partners and media. The results will be also posted on the IPWeek 2021 portal with access to all participants of the International Productivity Week for a period of 6 months.

Submit your application to participate in the "Transformation" improvement projects competition held within the framework of the International Productivity Week IPWeek 2021 using the application form on the website or fill out the form attached.

For questions and inquiries, regarding the participation in the competition, please contact:

Tatyana Subinova

Russia and CIS regional manager

e-mail: [info@ipaweb.info](mailto:info@ipaweb.info)

tel/WhatsApp +420 775 509 123

For questions, regarding the competition materials submission, please contact:

Kseniya Timakova

"Transformation" projects competition manager

e-mail: [k.timakova@ipaweb.info](mailto:k.timakova@ipaweb.info)

tel/WhatsApp +7 920 622 43 21

**Application form is on the next page**

**Application form for participation in the “Transformation” projects competition held within the framework of the International Productivity Week IPWeek 2021**

Submit your application to participate in the “Transformation” projects Competition held within the framework of the International Productivity Week IPWeek 2021 using the application form on the website or fill out the form attached.

**Application form**  
(a separate one is required for each project)

		Russian	English
1	Nomination* (leave the one you are applying for)	-	KAIZEN PROJECT HUMAN CAPITAL SCITECH 4.0
2	Project name*		
3	Applicant name and surname*		
4	Contact person name and surname*		
5	E-mail*		
6	Phone number* (please include the country code)		
7	Recipient address where diplomas and prizes can be sent		
8	Recipient full name, phone number		
Billing information (euro account)			
9	Company name*		
10	Company address with zip code*		
11	Address, where documents can be sent		
12	Promo code		

By submitting this application, the applicant confirms that they are not a manufacturer or supplier of military equipment, weapons and ammunition.

Are you an owner of a small business with no foreign currency account? No worries! Leave a comment below and we will offer you a partner company in Russia.

Comments

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Please send the filled-out application form to [info@ipaweb.info](mailto:info@ipaweb.info)

Upon receiving the application, you will be contacted by the competition manager with advice on participation and project materials format.