

REGULATION on holding annual open competition “Ukrainian IT Awards”

1. The list of terms used

- **Regulation** – regulation on holding annual open competition “Ukrainian IT Awards”;
- **Competition** – annual open competition “Ukrainian IT Awards”;
- **Founder of the Competition** – “SoftServe”;
- **Organizer of the Competition** – “IT Ukraine Association” and other partners;
- **Expert committee** – a permanent body authorized by the Organizers of the Competition to prepare and conduct the Competition, summarize the results of the Competition, as well as to take additional measures to improve the conduct of the Competition in the future;
- **Jury** – a body consists of five to seven leading IT industry experts selected by the Expert committee of the Competition according to the recommendations of IT companies and key partners. The personal composition of the Jury shall be approved by the Expert committee of the Competition by drawing up the minutes of the meeting of such Expert committee.
- **Participant** – legally capable individuals, groups of individuals and legal entities, irrespective of the form of ownership that meet the requirements specified in paragraph 3.1.

2. General provisions

2.1. This Regulation determines the procedure for organizing and conducting the Competition.

The Competition is held to honor the best representatives of the IT industry of Ukraine and professional skills, to promote innovation and the introduction of modern technologies, to disseminate information about leading companies and leading experts in this field.

2.2. Founder of the Competition – “SoftServe”.

2.3. Territory of the Competition: Ukraine.

2.4. General duration of the Competition: from September 21, 2020 till December 04, 2020.

2.5. The Organizers of the Competition guarantee the compliance with the principle of transparency in the process of selecting Participants of the Competition (in accordance with paragraph 3.1. of Regulation), timely conduct of all stages of the Competition (in accordance with paragraph 4.2.) and provision of operational activities in the preparation and conduct of the Competition.

2.6. The Competition website is located at the following URL: <http://itawards.ua>.

3. Procedure for participation in the Competition

3.1. The person who meet the following requirements shall be invited to participate in the Competition:

- is a legally capable individual, citizen of Ukraine or a person who has a permanent residence permit in Ukraine and has lived in Ukraine for the last 5 years. The Participants can also be the teams, groups of people and legal entities, irrespective of the form of ownership that meet the requirements for participation in the team nominations.

- work in the field of information technology (IT) and have experience of 3 years (for individuals). A Participant who has already taken part in the Competition last year and received an award in certain nomination cannot nominate his / her candidacy or be nominated for the same nomination this year.

- 3.2. The Participants of the Competition participate on a voluntary and free-of-charge basis. The fact of participation implies that the Participants have agreed to the terms and conditions of the Competition.
- 3.3. An Application for participation in the Competition may be submitted by a person (individual nominations) or a representative of the team, project (meeting the requirements for participation in the team nominations), who meets the requirements specified in paragraph 3.1. of the Regulation (independently or by the way of its nomination by any individual or legal entity).
- 3.4. The Application for participation in the Competition shall be submitted online by filling in the form in the “Nominations” section on the Competition website. A sample of applications contains in the Annex 1. A person or a team is considered a Participant of the Competition after the Organizer accepts its Application for participation in the first stage of the Competition in accordance with this Regulation.

One Participant can submit an Application independently or be nominated for participation in a maximum of two of the next eleven nominations of the Competition:

Individual nominations – a category of professional personal awards of IT Awards that honors the most talented IT specialists of Ukraine for their professional merits and contribution to the development of IT industry.

- Design
- Business Analysis
- Product Management
- Quality Assurance
- Software Engineering
- IT Education
- Management
- Software Architecture
- Infrastructure&DevOps

Team nominations - new category of professional team awards, which awards the best IT teams in the country, whose projects have a significant impact on the development of the IT industry and society as a whole.

- Innovation-Research of the year
- Impact of the year

- 3.5. The Participants of the Competition have the right:
 - to receive information about the terms and conditions and procedure of the Competition;
 - to apply to the Organizers of the Competition for clarifications of the rules of Competition;
 - to withdraw the Application for participation in the Competition (or refuse to participate in the Competition in case of nomination) not less than five calendar days before the deadline for submission of Applications by sending an e-mail to the e-mail address of the Organizers of the Competition;
 - to participate in all events organized for the Participants of the Competition.
 - to receive awards in case of recognition as the winner of Competition or to refuse to receive such awards.
- 3.6. The Participants of the Competition are obligated:

- to get acquainted in advance with the Regulation on holding the Competition and the requirements for participation in the Competition;
- to submit the Application for participation in the Competition in a timely manner in accordance with paragraph 3.3., taking into account the time limits set for the Competition;
- to be interviewed by the Jury members of the Competition. For team nominations, all responsible project Participants who are competent to answer to the Jury's questions in accordance with the criteria of each of the nominations shall take part in the interview;
- to adhere to the confidentiality of non-disclosure by the winners of the Competition of information on their victory in the nomination before the official announcement of the results of Competition during the award ceremony on December 04, 2020. In case of non-compliance with this paragraph, the Organizers and the Expert committee have the right to revoke the decision on the victory of this contestant and submit to the Jury the issue on transferring the award to other finalists in such nomination;
- to comply with the Regulation on holding the Competition.

3.7. The Participants are responsible for:

- providing inaccurate or knowingly false information in the Application for participation in Competition;
- violation of the rules, conditions and time limits of the Competition;
- violation of non-property and / or property rights (titles in) of intellectual property of other persons, including during the preparation and participation in the Competition.

3.8. The Organizers of the Competition may deprive a person who has committed any violations provided for in paragraph 3.6 and 3.7 of the Regulation of the right to participate in the Competition. The notice of deprivation of a person's right to participate in the Competition shall be sent to the e-mail address specified by such person when submitting the Application for participation in the Competition.

4. Organization of the Competition

4.1. In order to prepare and conduct the Competition, the Expert committee and the Jury shall be formed.

4.2. Functions of the Expert committee are the following:

- to form the composition of the Jury of Competition and to determine the Chairman of the Jury;
- to delegate the part of powers of the Expert committee to the Organizers of Competition;
- to be a member of the Jury acting as a mentor of the Judges in one of the nominations and to help the Jury members to properly understand the principle of evaluation of contestants in accordance with the criteria, with the right of advisory vote;
- to ensure a procedure for checking the works of the Participants of the Competition and to conduct an analysis of the results of the inspection;
- to guaranty the principles of objectivity and transparency in the process of selecting the winners of the Competition;
- to prepare and send to the Organizers of the Competition reports on the results of the Competition;
- to determine the order of awarding and encouraging the winners and Participants of the Competition;

- to provide the coverage in the media of information on the preparation, conduct and results of the Competition.

4.3. The Jury

4.3.1. The Jury members are represented in each nomination by 5-7 experts. In each nomination, the Jury consists of the Chairman, Members of the Jury and possibly a mentor from the Expert committee with an advisory vote.

4.3.2. Consideration of Applications by Jury members, the procedure for voting, summarizing and registration of the results of the Competition are provided for by the paragraph 5 of this Regulation.

4.3.3. Before the start of the Competition, all Jury members shall certify in writing the presence or absence of a conflict of interest. The Jury members who have a conflict of interest are obliged to notify about that before the meeting and explain the nature of such conflict of interest. In case of facts indicating a conflict of interest of a Jury member, such Jury member shall not take part in the voting. If the conflict of interest is identified after the Jury has decided to determine the winners, such decision is a subject to review.

Main types of conflicts of interest:

- o personal (when a Jury member has a personal dislike or sympathy for the contestant and it is known to the general public and the community);
- o family relations (when the contestants and Jury members are the close relatives and directly interested persons);
- o professional (work in one team, project. Cases when there is a direct interaction of a possible Jury member and the contestant in working matters).

4.3.4. The Jury members are obliged to ensure the confidentiality and non-disclosure of information about the finalists and winners of the Competition until the official announcement.

4.3.5. Functions of the Jury are the following:

- ensuring objectivity of consideration of the Applications;
- allocation of an independent expert assessment to the Participants of the Competition;
- determination of three finalists for each of the nominations of Competition;
- participation in conducting interviews with the finalists and determining the winners of the Competition in each of the nominations of Competition;

4.3.6. The functions of ensuring the effective work of the Jury and its interaction with the Organizing committee are entrusted to the Chairman of the Jury and the mentor of the Expert committee.

5. Stages of the Competition and the procedure for determining the winners

5.1. Detailed information on the dates and stages of the Competition shall be published on the Competition website.

5.2. Main stages of the Competition:

No.	Stage	Performance time limit
1.	Submission of Applications for participation in the Competition.	September 21 - November 01, 2020
2.	Evaluation of contestants, selection of 3 winners in	

	each nomination, interviewing finalists with Jury members. Selection of winners in each nomination.	November 02 - November 15, 2020
3.	An official announcement of the results of the Competition and the names of the winners in 11 nominations.	December 04, 2020

5.3. The winners of the Competition shall be selected in two stages:

- *Evaluation of received Applications by the Jury members with the subsequent selection of three finalists in each of the nominations of Competition.*

The Applications shall be evaluated by the Jury members according to the following main criteria: project evaluation, application assessment, innovation evaluation, best practices and industrial standards evaluation, Social responsibility and community development, Awards and certifications.

Each nomination has an extended matrix with criteria and sub-criteria, which have their own weight in accordance with the specifics of each nomination. These criteria and sub-criteria may be updated annually by the Jury members in accordance with changes in the industry standards and market conditions. The main requirements for contestants are separately indicated for each nomination on the Competition website in the “Nominations” section.

- *Interview with the finalists of the Competition conducted by the Jury members and selection of the winners of the Competition.*

5.4. The Chairman of the Jury informs the Organizer in writing about the results of the evaluation of the contestants and selection of the winners. The decision on the selection of winners of the Competition shall be made by the Jury members by voting, and the vote of the Chairman of the Jury is decisive in case of equality of votes.

5.5. The Participants of the Competition selected by the Jury as the winners of the Competition shall be notified by phone and / or e-mail address provided by such Participants when submitting the Application for participation in the Competition. The representatives of the Organizers have the right to contact the winners additionally for clarifying the organizational matters.

5.6. If the Participant of the Competition does not respond to e-mail within three business days from the moment of sending by the representative of the Organizers of Competition of official notice on the election of this Participant as the winner of the Competition and / or does not take the phone calls of the representatives of Organizers of the Competition, the Jury members in agreement with the Expert committee and Organizers have the right to choose another Participant as the winner of the Competition without additional notice. If the selected winner has provided incorrect contact details (phone number and / or e-mail address) in the Application for participation in the Competition, the Jury members in agreement with the Expert committee and the Organizers shall select another winner, who has the next number of points after the winner, if possible. In accordance with the format of the final of the Competition and the official announcement of the results of Competition, the Organizer of Competition has the right to postpone the deadline for informing about the victory of the Participant.

6. The consent of the Participant of Competition to processing of personal data

By participating in the Competition and sending the Application, the Participant as the owner of personal data voluntarily provides the Organizer with unconditional consent to the collection and processing of his / her personal data provided during the Competition, namely: the first name, second name, patronymic, phone number, postal address, e-mail address, IP-address, as well as other data (hereinafter

referred to as the “Data”), for the period, for the purpose and to the extent necessary for the organization and conduct of the Competition. The abovementioned consent includes consent to the collection, registration, accumulation, storage, modification, use, destruction of the Data, as well as the entry into databases, use for marketing and / or any other purpose by methods that do not violate current legislation of Ukraine (including by transfer to the third parties) in particular, the right to free use of the first name, second name, image, interview or other materials connected with the Participant for advertising / marketing purposes, including, but not limited to, the right to publish (including his / her name and image) in the media, any printed, audio and video materials, media interviews, as well as for sending information, messages (including advertising), etc., without any restrictions regarding the territory, time and method of use, and such use will not be reimbursed in any way by the Organizer and / or any third party. The Participant, by affixing the appropriate mark of consent to the processing of the Data in the Application agrees and confirms that he / she is informed and knows about the sources of collection, location of the Data, purpose of processing, location of the Data owner, the persons to whom the Data is transferred, mechanism of automated processing of his / her personal data, and is familiar with the his/ her rights as the personal data subject in accordance with the legislation of Ukraine. In case of withdrawal of consent to the Data processing, the Participant is not allowed to further participate in the Competition.

7. Financial support of the Competition

7.1. The Competition shall be financed by attracting the funding sources by the Organizers.



Template of Application for Individual nomination «Ukrainian IT Awards»

1. First Name, Last Name;
2. Current Title/ Position;
3. Company;
4. E-mail;
5. Phone number;
6. Reference to LinkedIn profile, or current CV;
7. You are required to describe any project or projects where you have played a key role and reached outstanding achievements. It might be a company project, or the product where you worked/were involved. It is necessary to provide the information on achievements through digital or others statistics indices to reflect the project's/product's performance (for instance, number of users, impact on market, outstanding innovation, development etc.).
8. Best practices and evaluation of industrial standards. What best practices were applied towards project/product and your role/effort to implement these best practices? (for instance,

practice of software development, delivery practice, product development practice, design scheme, approach to security etc.).

9. Innovative evaluation. What was innovative in your project or product? (for instance, new unique approaches, instruments applied, structures, technologies etc.).

10. Awards and certificates. What skills and expertise did you receive during this period of development? (for instance, awards, certification, completed courses, scientific publications etc.).

11. Social responsibility and community development. Where do you participate as social responsibility entity and entity pursuing professional community development? (for example, projects for animals, community-based replenishment experience and knowledge sharing projects, professional community developing in Ukraine and around the world in role of the speakers at conferences, publishing articles in industry journals and resources, etc.). Please provide a link.

Template of Application for Team nominations «Ukrainian IT Awards»

1. Team members list:

- a. First Name, Last Name;
- b. Current Title/ Position;
- c. E-mail;
- d. Phone number;
- e. Reference to LinkedIn profile, or current CV;
- f. Team areas of responsibilities;

2. Company.

3. Describe a company, organization or product which made an impact on business. environment, community or society.

4. Describe recognition which you already have.

5. Describe in detail the impact which your team made.

6. Why should you receive that nomination?