

## **REGULATION**

### **on Annual Open Contest 'IT Awards Ukraine'**

#### **1. List of Terms**

- **Regulation** – a regulation on an Annual Open Contest 'IT Awards Ukraine';
- **Contest** – an Annual Open Contest 'IT Awards Ukraine';
- **Organizers of the Contest** - Association 'IT Ukraine', 'SoftServe' Company, and other partners ;
- **Expert Committee** – a permanent authority empowered by the Organizers of the Contest to arrange for the Contest's preparation and its conduct, drawing up the summaries based on the Contest's results, and undertaking of any additional measures aimed at improving the Contest in the future;
- **Jury** – an authority where the number of jurors will range from three to five leading IT experts selected by the Expert Committee following the recommendations of IT-companies and key partners. The jurors will be approved by the Contest's Expert Committee in a protocol of the Expert Committee's meeting.
- **Member:** a legally capable individual, citizen of Ukraine.

#### **2. General provisions**

1. This Regulation will define the Contest's organizational and procedural rules.

The Contest will be carried out to award top IT – leaders in Ukraine and honor their professionalism, promote the development of innovations and implement the modern technologies, disseminate the information on the leading IT enterprises and most prominent experts in this field.

2. Contest's Founder - 'SoftServe' Company .

3. Territory of Contest: Ukraine.

4. Total performance period: from July 1, 2017, through August 6, 2017.

5. The Organizers of the Contest will guarantee the conformity with a principle of transparency in selecting the participants of the Contest (in line with cl. 3.1. of the Regulation), timely carrying out all the stages of the Contest (in line with cl. 4.2. of the Regulation), and ensure the operational activity in arranging for the Contest's preparation and its conduct.

6. You can find the Contest's web – site following the link below: <http://itawards.com.ua> .

#### **3. Terms of Participation**

1. The persons conforming with the following requirements will be invited to participate:

- Individuals;
- Citizens of Ukraine;
- Experience in the field of Informational technologies (IT).

2. The Participants of the Contest will participate in the Contest on a voluntary basis without any pre-payment if they agree with the Terms of this Regulation. The Participation will prove that the Participants have agreed with the Terms of the Contest.
3. A person compliant with the Terms specified in cl. 3.1. of this Regulation (independently or by his nomination on the part of any individual or legal entity) can submit an Application to participate in the Contest .
4. The Application to participate in the Contest will be submitted on – line through completing a Form in the 'Nominations' Section on the Contest's web - site . You can find a Sample of Application in Annex1.

5. One Participant can independently submit the Application or be nominated to participate in maximum two out of the following nine nominations of the Contest:

- Business Analysis
- Design
- DevOps
- IT Education
- Product Management
- Project Management
- Quality Assurance
- Research
- Software Architecture
- Software Engineering

6. The Participants of the Contest will be authorized hereto:

- receive the information on the Terms and Rules of the Contest;
- address the Organizers of the Contest for the clarification of clauses in the Rules of the Contest;
- revoke the Application to participate in the Contest (or waive to participate in the Contest in case of nomination) in not less than five calendar days before expiry of the deadline for the Applications through the submission of an electronic notification of proper content to an e-mail of the Organizers of the Contest;
- participate in all of the events organized for the participants of the Contest in line with the Regulation;
- receive awards when the Contest's winner is designated or refuses from the award.

7. The Participants of the Contest will be liable hereto:

- learn the Rules of the Contest and respective requirements to the participation in the Contest on time;
- submit an Application to participate in the Contest on time taking into account the Rules of the Contest;
- pass an interview with the Contest's jurors;
- conform with the Rules of the Contest.

8. The Participants will be forbidden hereto:

- provide untrustworthy information or misinformation in their Applications;
- breach the regulations, conditions and terms of the Contest;
- violate immaterial and /or material rights for the intellectual property of other persons that will cover the period of preparation for the Contest and participation in it.

9. The Organizers of the Contest can withdraw from the participation in the Contest the person that made any violations provided for in clause 2.6. of the Regulation. The notification to inform that the person was withdrawn from the participation in the Contest will be sent to an e-mail specified by the person in his Application.

## **10. Organization of Contest**

1. To organize and carry out the Contest an Expert Committee and the Jury will be called up.
2. The Functions of the Expert Committee will include as follows:
  - calling up the Contest's jurors and assigning the Chair of the Jury, and the Secretary;
  - partial delegation of powers to the Expert Committee to the Contest organizers;
  - ensuring the examination of the works conducted by the Contest's participants, and analysis of results;
  - guaranteeing the conformity with the principles of objectivity and transparency in the process of selecting the Contest's winners ;
  - drafting and sending to the Contest s Organizers reports on the Contest's results;
  - determining the procedure for granting awards and prizes to the Contest's winners and the Contest's participants;
  - highlighting in the mass media the information on preparation, conduct and the Contest's results.

### 3.3. Jury

3.3.1. The jurors will include the Chair of the Jury, the jurors, and the Secretary;

3.3.2. Section 4 of the Procedure will prescribe the review of applications by the Jury, procedure for the Jury's voting, announcement of final results and their formalization.

3.3.3. Before the Contest's beginning all the jurors will in writing ensure the availability or absence of any conflict of interests. The jurors presenting a conflict of interests will have to inform hereof before the beginning of the meeting and clarify the essence of the conflict of interests. In case of findings to prove the conflict of interests with a juror such a juror's candidacy will be revisited after the resolution on the Contest's winners is made.

3.3.4. The jurors will ensure the confidentiality and non -disclosure of the information on finalists and the Contest's winners before the moment of their official disclosure.

3.3.5. The Jury's functions will involve as follows:

- guaranteeing the objectivity in examining of Applications;
- drawing up an expert judgement by the Contest's Participants and designating three finalists in each of the Contest's nominations;
- designating the Contest's winners in each of the Contest's nominations;

3.3.6. The results of all the Contest's stages will be formalized in the protocols of the Jury's meetings based on the voting results . The Protocol will be signed by the Chair, the Seretary, and the jurors that participated in the meeting.

3.3.7. The Jury's Secretary will undertake the functions to ensure the Jury's effective work and his interaction with the Organizational Committee.

8. The Jury's Secretary will participate in the Jury's work without having any right to vote .

3.3.8.1. The Jury's Secretary will:

- bear the responsibility fir the proper formalization of the documents;
- ensure the timely completion of the evaluation spreadsheets;

- finalize the voting results;
- prepare the protocols of the meetings;
- submit the Protocols of the meetings arranged by the Contest's Organizational Committee after the Contest's completion.

3.3. 9. The Contest's Organizer will keep the protocols of the Jury's meetings for two years .

### 11. Stages of Contest and Procedure for Nomination of Winners

1. Detailed information on the Contest's dates and stages will be posted on the Contest's web - site.

2. Key stages of the Contest:

No.	Stage	Implementation period
1.	Started admission of Applications	June 11, 2018
2.	Terminated admission of Applications	July 15, 2018
3.	Selection of three finalists by each of the Contest 's Nominations (Quality Assurance, Project Management, SoftwareEngineering, Software Architecture, Business Analysis, IT Education, Cyber Security, Product Management, UI Design).	Before August 15, 2018
4.	Interviews with the Contest's Finalists and selection of the Contest's Finalists in each of the Contest's nominations	Before August 15, 2018
5.	Announcement of the Contest's results	September 08, 2018

3. Selection of the Contest's winners will be carried out in two stages:

- *Assessment by jurors of Applications received and further selection of three finalists in each of the Contest's nominations*

The Applications will be assessed by jurors based on five criteria:

- project evaluation, application assestment, innovation evaluation, best practicies and industrial standards evaluation, Social responsibility and community development, Awards and certifications.
- *Carrying out the interviews with the Contest's finalists and short-listing the Contest's winners.*

4. The Jury's decision will be formalized in a Protocol of the Jury's meeting. The Jurors will take the Jury's decision on the Contest 's winners where a vote of the Jury's Chair will be determined in case of votes' parity.

4. The Contest's participants that are designated as winners based on the Jury's decision will be informed hereof by telephone and/or e-mail specified by the Applicant upon the submission of the Application to participate in the Contest. The

representatives of the Contest's Organizers will be authorized to connect with the winners for the clarification of organizational issues.

5. If the Contest's participant does not respond to an electronic notification of the Contest's Organizers within three business days as of the moment when the representative of the Contest's Organizers sent an official notification on the selection of this representative and/or Contest's winner and/or does not answer to any telephone calls made by the representatives of the Contest's Organizers, the Contest's Organizers will be authorized to select another participant as the Contest's winner without any additional warning. In case if the participant selected as the winner indicated incorrect contact details ( telephone number and /or e-mail) in the Application , the Contest's Organizers will select another winner automatically, if possible.

## **12. Consent of the Contest's Participant for Processing of Personal Data**

By the participation in the Contest and sending the Application the Participant will voluntarily submit to the Organizer as an Owner of Personal Data an Unconditional Consent on Collection and Processing of Personal Data filed under the framework of the Contest , specifically, first name, last name, patronymic name, telephone number, e-mail, IP- address, as well as other data (hereinafter - the 'Data') for the period of, with the purpose of and in the volume necessary for the Contest's organization and conduct. The consent specified above will include the consent on collection, registration, accumulation, storage, modification, use, destruction of the data and their entry to the databases, their usage with the marketing and/ or any other purpose based on the methods that do not breach the current legislation of Ukraine (that will include its transfer to the third persons), specifically, the right for free –of- charge usage of the first name, last name, picture, interview or others materials on the Participant for the advertising/marketing purpose that will include but will not be limited to the right of publication (including its name and image) in mass media, any printed media, audio- and video-materials, interviews in mass media, and also for the sending of information, notifications (those of advertising origin including) etc., without any restrictions in territory, time and type of use, and such a type of use will be no way reimbursed by the Organizer and/or any third person. By way of the respective mark made to prove the Consent for Processing of Personal Data the Participant will agree and confirm that he was informed and aware about the sources of the data collection and data storage place, purpose of data processing, location of the data Owner , persons that received the Data, and mechanism of automated processing of his personal data and he will prove that he is aware of his rights as a subject of Personal Data that are envisaged in the current legislation of Ukraine. In case of revoking the consent for the Data processing the Participant will not be allowed to participate further in the Campaign.

## **13. Funding of Contest**

1. The Contest will be funded based on the funds raised by the Organizers.

## **Appendix 1 to Regulation on Annual Open Contest 'IT Awards Ukraine'**

### **Template of Application for Annual Open Contest 'IT Awards Ukraine'**

1. First Name, Last Name and Patronymic Name;
2. Current Title/ Position;
3. Company;
4. Electronic Mail (e -mail);
5. Telephone number;
6. Reference to Linkedin profile, or current CV;
7. You are required to describe any project or projects where you have played key role and reached outstanding achievements. This might be shaped as 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.