



CALL FOR ENTRIES

CAP AWARDS

2023

COMMONWEALTH ASSOCIATION OF PLANNERS

AWARDS FOR OUTSTANDING PLANNING
ACHIEVEMENT IN THE COMMONWEALTH

GLOBAL
PRIORITIES
SUSTAINABLE
HUMAN
SETTLEMENTS
INNOVATION
CO-OPERATION
ADVANCEMENT



Advancing Professional Planning Globally

AIM OF THE AWARDS

The CAP Awards for Outstanding Planning Achievement in the Commonwealth seek to champion the very best examples of planning practice in the Commonwealth. The Awards aim to:

- Disseminate outstanding planning practice in the Commonwealth particularly where applicable across different Commonwealth countries.
- Demonstrate the valuable role that planners and planning have in the Commonwealth in helping to create resilient and sustainable communities and adequate shelter for all.
- Promote the ways in which the science and art of planning can benefit the public and improve the well-being of society in the Commonwealth and help deliver the UN Sustainable Development Goals.



Entries will be accepted from individuals or organisations and must include at least one member of a CAP association (see list of CAP associations at the end of this document). Individuals and organisations may submit more than one entry for different projects provided a separate submission is made for each. Where more than one entry is made for the same project by different parties, the first entry will be treated as the entry; multiple entries for the same project for the same award will not be accepted.

Entries must indicate which category of award they are entering. The judges reserve the right to allocate the entry to an alternate category if they feel it is more appropriate.

Your entry description will be used as the entry description for promotional material. Please list all partners you would wish named on the award certificate if successful.

Projects, plans, strategies or other components of the Award entry must be completed or substantially completed at the time of the Awards submission entry.

There is no charge for entries.

CATEGORIES OF AWARDS

Entries are invited for submission in any one of the following categories:

Planning for the Climate Emergency/ Move to Net Zero

The climate emergency is a critical global challenge. This award will recognise the role planning and planners can play addressing it within the Commonwealth.

Planning for Equitable and Inclusive Cities and Human Settlements

Inequalities within and between places are evident across all Commonwealth countries. This award will showcase the work of planners in tackling inequalities, working with seldom-heard groups, and engaging with diversity to build inclusion and cohesion.

Planning for the Conservation of the Built and Natural Environment and Cultural Heritage

The cultural and natural heritage of places is often fragile and threatened by growth pressure or conversely by disinvestment. This award will recognise the work of planners in conserving buildings, areas or landscapes, and aiding in their interpretation.

Planning for Cities and Human Settlements/Plan Making in the Commonwealth

To achieve the Sustainable Development Goals plans need to integrate what can often be treated as separate concerns, e.g. biodiversity and transport infrastructure. This award will recognise how plans, plan making, and the delivery of a plan can make Commonwealth cities and human settlements safe, healthy, attractive and more environmentally sustainable.

Planning in Response to Natural or Technological Disasters

The COVID-19 pandemic has exposed the vulnerability of all countries to sudden threats and disasters, and the contribution that planning can make to health and security. This award will showcase how planning can mitigate disasters and assist recovery.

Young Planner Award

Young planning students or professionals are invited to submit an *essay entry* on the topic:

Planning for Sustainable, Resilient and Inclusive Communities: leveraging technological innovation and increasing public participation.

GENERAL CRITERIA

Entries are invited which meet the aims of the Awards.

All entries will be assessed against the general criteria below and entries should address these criteria in the application, noting that not all of these may be applicable.

In addition, entries should also address the specific criteria for their category.

Commonwealth Context

- Demonstrate the significance of the entry the Commonwealth.
- Demonstrate any transferable principles or elements that may be useful to others in similar situations in the Commonwealth (e.g. small island states, rapidly urbanising countries, extensive rural regions, etc.)

Sustainable Development

- Identify short, medium, and long-term public benefits arising from the project and show how the project has addressed the UN Sustainable Development Goals.

Outcomes and Social Benefit

- Show how the project has, where relevant:
 - Benefited the public and well-being of society as a whole.
 - Impacted the economy.
 - Impacted the environment.
 - Taken into account Indigenous or relevant cultural values.

Planning Content and Skills

- Demonstrate the quality of professional planning work undertaken.
- Show the impact that planners have made to the success of the project and identify whether they have had an effective leadership role and/or acted as a change agent.

Community Engagement and Inclusive Planning

- Show how the design of the project has sought engagement with all key stakeholders - including politicians, community leaders, residents, businesses, women, youth, and other stakeholders - addressed their needs, and sought to promote equality and diversity.

Good Practice

- Show what creative and innovative techniques and processes have been undertaken.
- Show how the approaches undertaken are applicable to other parts of the Commonwealth.



AWARD-SPECIFIC CRITERIA

In addition to assessment against the General Criteria, entries will be assessed against the award-specific criteria for their category, as listed below:

Criteria for Planning for the Climate Emergency Award

- Show how the project helps address the challenge of climate emergency and the path to net zero:
 - through prevention, mitigation or adaptation
 - enhancing resilience

Criteria for Planning for Equitable and Inclusive Cities and Human Settlements Award

- Show how the needs of all the potential users of the project have been taken into account to ensure everyone is able to participate equally, confidently, and independently.
- Show how the project has sought to promote equality and diversity issues including, for example, the specific needs of youth, the aged, women, ethnic groups, the mobility impaired, the poor and disadvantaged communities.

Criteria for Planning for the Conservation of the Built and Natural Environment and Cultural Heritage Award

- Show how the project has identified, mobilised, support for and contributed to conservation and to the interpretation of heritage
- Address and manage situations where heritage may be contested or previously 'hidden'

Criteria for Planning for Cities and Human Settlements/Plan Making in the Commonwealth Award

- Show how the project demonstrates the role that integrated plans, plan making, and the delivery of plan that can make to planning for cities and human settlements

Criteria for Planning in Response to Natural or Technological Disasters Award

- Show how the project has positively responded to issues/challenges or opportunities arising from the COVID-19 pandemic or other disasters or serious challenges
- Show how the project can support or contribute to healthy places/cities



JUDGING AND ANNOUNCEMENT OF WINNERS

Entries will be judged by a panel of judges whose decision will be final. The judges will identify a short list of entries which will be published on the CAP website and through other media channels. Commendations may be given in addition to the winner. Should the judges feel that none of the entries meets the required standard then no award will be given.

The judges are:

Professor Carol Archer
Faculty of the Built Environment University of Technology,
Jamaica, Jamaican Institute of Planners

Jihad Bitar
CAP Vice President Canada
Senior Urban Designer, City of Calgary
Canadian Institute of Planners

Neil Blackshaw
Chair, CAP Health and Planning Working Group
Royal Town Planning Institute

Belinda Bukari
Commended Entrant, 2019, Member Commonwealth
Women In Planning Network, Member Ghana Institute of
Planners,

Viral Desai
Past CAP Young Planners Network Coordinator,
Principal Planner Atkins
Royal Town Planning Institute

Trudi Elliott
CBE, CAP Patron, Chair of the Planning Inspectorate
Royal Town Planning Institute

Charity Kalombo
Senior Community Development Officer, Lusaka City
Council, Vice President Zambia Institute of Planners

Julia Kotzebue
Lecturer, University of West Indies,
St. Augustine Campus, Trinidad and Tobago

Noraida Saludin
CAP Vice President Malaysia
President, Malaysian Institute of Planners (MIP)

Fazle Reza Sumon
President, Bangladesh Institute of Planning (BIP)

Emeritus Professor Barbara Norman
Urban and Regional Planning, University of Canberra
Former President Planning Institute of Australia
Hon MRTPI

Luke Williams
Director/Founder, The Urban Planner (PTY) Ltd.
South African Planning Institute/SACPLAN

Winners will be announced on the 8th November 2023.

Indu Weerasoori
CAP Vice President South Asia
Past President,
Sri Lanka Institute of Town Planners

YOUNG PLANNER AWARD JUDGES

Evelyne Lelei
Geographic Information Systems(GIS) Coordinator,
The Jane Goodall Institute
Kenya Institute of Planners

Mohammed Shahriyar Parvez
BIP Representative, CAP Young Planners Network Steering
Group. Lecturer, Military Institute of Science and Technology,
Bangladesh Institute of Planners

Diyanah Inani Azmi
Associate, AJC Planning Consultants Sdn Bhd
MIP Representative, CAP Young Planners Network Steering
Group
Malaysian Institute of Planners

Frances Summers
Lecturer in Urban Planning, University of Gloucestershire
Royal Town Planning Institute

Shomari Jones
Urban Planning Consultant
Barbados Town Planning Society

Olafiyin Taiwo
Chair, CAP Young Planners Network
Doctoral Researcher, University College London, Royal Town
Planning Institute

Malith Senevirathne
Co-chair, Research and Knowledge, CAP Young Planners
Network
Doctoral Researcher, University of Huddersfield
ITPSL Representative, CAP Young Planners Network
Steering Group
Institute of Town Planners Sri Lanka

Devin Husk
CIP Representative, CAP Young Planners Network Steering
Group
Canadian Institute of Planners

CAP MEMBER ASSOCIATIONS

- Bangladesh Institute of Planners
- Barbados Town Planning Society
- Belize Association of Planners
- Brunei Darussalam (Department of Town & Country Planning)
- Canadian Institute of Planners
- Cyprus Association of Town Planners
- Ghana Institute of Planners
- Institute of Town Planners, India
- Jamaican Institute of Planners
- Kenya Institute of Planners
- Malaysian Institute of Planners
- Malta Chamber of Planners
- Namibia Council of Town & Regional Planners
- New Zealand Planning Institute
- Nigerian Institute of Town Planners
- Planners Association of Dominica
- Planning Institute of Australia
- Pula Institute of Town Planners (Botswana)
- Royal Town Planning Institute
- Rwanda Urban Planning Institute
- Saint Lucia Institute of Land Use Planners
- Singapore Institute of Planners
- South African Planning Institute
- Institute of Town Planners Sri Lanka
- Tanzania Association of Planners
- Trinidad and Tobago Society of Planners
- Uganda Institute of Physical Planners
- Zambia Institute of Planners



TERMS AND CONDITIONS

- Entries must be received by the deadline date. Late entries will not be considered.
- An entry will presume that all necessary permissions or authorisations on behalf of any other person or group involved in the project have been obtained. Only one entry per project will be accepted.
- Each entry must include the name of at least one person involved in the project who is a member of a CAP Member Association.
- CAP reserves the right to publish all submitted material (including images and logos) on the CAP website and through social media and other communication channels.
- An entry will presume that there are no restrictions or fees payable for the reproduction of the photographs or any other submission materials.
- CAP is not liable for any costs you incur submitting your entry.
- The decisions of the judging panel are final and no correspondence will be entered into before or after the event.
- Entries will be disqualified if the word limits for the Entry Form Summary (150 words) and Submission Document (2,250 words) are exceeded.
- Entries will be disqualified if the file size of 10mb is exceeded.

If you have any questions about entering the awards, please contact:

annette.odonnell@rtpi.org.uk

HOW TO ENTER

Complete the attached Awards Entry Form.

Prepare an Award Submission Document (2,250 words maximum) explaining how your entry meets the Award aims and the judging criteria for the award category you are entering. Please include any relevant illustrations, graphics, and/or web links.

Your completed Entry Form and Submission Document must be submitted by e-mail to annette.odonnell@rtpi.org.uk

Entries must be submitted before:

**4 September 2023
24:00 (UK Time)**

The Awards Entry Form and Submission Document must not exceed 10mb.

For more information about CAP, please visit

www.commonwealth-planners.org



2023 CAP AWARDS

COMMONWEALTH ASSOCIATION OF PLANNERS
AWARDS FOR OUTSTANDING PLANNING
ACHIEVEMENT IN THE COMMONWEALTH

ENTRY FORM

1. Title of the entry project: _____

2. Project location (including country): _____

3. Which award category are you entering (select one):

- Planning for the climate emergency/path to net zero
- Planning for cities and human settlements/plan making in the Commonwealth
- Planning for equitable and inclusive cities and human settlements
- Planning in response to natural or technological disasters
- Planning for the conservation of the built and natural environment and cultural heritage
- Young planner award

4. Details of person submitting the entry.

Name and qualifications: _____

E-mail address: _____

Contact telephone number (including international dialling code): _____

5. Individuals and organisations involved in this project. Please include at least one person involved in the project who is a member of a CAP association and give the name of that association.

6. Please indicate the organisations or individuals where appropriate to be listed on any award certificate.

7. Please provide a summary description of the project (150 words maximum) and submit a single graphic illustration. For Outstanding Young Planner submissions, please provide a summary of the individual's contribution. Note that if your entry is short-listed, this summary and graphic will be uploaded to the CAP Website.

8. Please explain how your entry meets the Award aims and the judging criteria. Please include any relevant illustrations and graphics and relevant web links. Please create a separate document for this (2,250 words maximum).
9. Please note that any entries which exceed the word limits will be disqualified.

Your completed Entry Form and Submission Document must be submitted by e-mail before **24:00 (UK Time), 4 September 2023** to:
annette.odonnell@rtpi.org.uk

