

REPUBLIQUE DU CAMEROUN
Paix- Travail- Patrie

MINISTÈRE DES POSTES ET
TÉLÉCOMMUNICATIONS

REPUBLIC OF CAMEROON
Peace- Work- Fatherland

MINISTRY OF POSTS AND
TELECOMMUNICATIONS

**UNDER THE PRESTIGIOUS PATRONAGE OF THE PRESIDENT OF THE
REPUBLIC**

SECOND EDITION OF THE ICT INNOVATION WEEK

**Theme : « *Young Cameroonians amidst the challenge of ICT
Innovation in a context of health crisis* ».**

Yaoundé, 24th to 28th August 2020

RULES OF THE NATIONAL COMPETITION FOR THE BEST ICT PROJECT



PREAMBLE

These rules define the conditions for participation in the "**NATIONAL COMPETITION FOR THE BEST ICT PROJECT**", organised by the Ministry of Posts and Telecommunications, as part of the Second Edition of the ICT Innovation Week.

Registration to this competition shall be construed as a total acceptance by each participant, of the rules and regulations in all their provisions, the rules of ethics in force on the Internet as well as the laws and regulations applicable to competition in the Republic of Cameroon.

ARTICLE 1 – THE ORGANISER

The Ministry of Posts and Telecommunications has launched a competition entitled "NATIONAL COMPETITION FOR THE BEST ICT PROJECT" in order to encourage entrepreneurship and innovation in the field of the Digital Economy.

ARTICLE 2 - PURPOSE

- (1) The purpose of the NATIONAL COMPETITION FOR THE BEST ICT PROJECT is to detect, identify, evaluate, award and support the best ICT innovation projects of the year in Cameroon.
- (2) The NATIONAL COMPETITION FOR THE BEST ICT PROJECT is open to all project holders fulfilling the eligibility criteria established under these Rules.
- (3) Participation in the NATIONAL COMPETITION FOR THE BEST ICT PROJECT is free of charge.
- (4) The project concerned must be innovative with high potential: innovation of product, service, process, organisation, etc.
- (5) The project concerned can be :
 - either a project created from scratch;
 - or a project of new activities implemented by existing structures.

ARTICLE 3. - DEFINITIONS

START–UP: Young start-up company with an important growth potential.

PRODUCT INNOVATION: Creation of a new product (good or service) or significant improvement of an existing product by incorporating a novelty.

PROCESS INNOVATION: Creation of new techniques/methods of production, distribution or services.

ORGANISATIONAL INNOVATION: Implementation of a new organisational method in practices.

BOOTCAMP: Refers to the preparation programme for short-listed candidates in a defined location and over a given period of time.

PITCH: Short oral communication exercise, consisting in presenting/defending a project with the aim of convincing a jury.

ARTICLE 4 - LOCATION AND TIMING

(1) The NATIONAL COMPETITION FOR THE BEST ICT PROJECT will take place from **27 July to 28 August 2020** in Yaoundé and will include various stages according to the schedule below :

| No. | ACTION | DATE |
|-----|--|--------------------------|
| 1 | Launch of the competition with a press briefing | 27 July 2020 |
| 2 | On-line registration | 28 July – 17 August 2020 |
| 3 | Sessions of the internal committee in charge of short-listing projects. | 02 - 19 August 2020 |
| 4 | Publication of the list of short-listed projects. | 20 August 2020 |
| 5 | Arrival and installation of participants in Yaoundé | 22 - 23 August 2020 |
| 6 | Starting/launching of the ICT Innovation Week opening activities | 24 August 2020 |
| 7 | Bootcamp : Face to face coaching - specialized training - exchange of experience | 24 - 26 August 2020 |
| 8 | Final pitch | 27 August 2020 |
| 9 | Official Prize Award Ceremony to winners (in person and by videoconferencing) | 28 August 2020 |

(2) However, the Ministry of Posts and Telecommunications reserves the right to extend, shorten, modify or cancel the organisation of the NATIONAL COMPETITION FOR THE BEST ICT PROJECT without prior notice, and without its liability being incurred as a result. It shall be responsible for informing the public by any means. Candidates shall refrain from making any claim or request for compensation in this regard.

ARTICLE 5. - ELIGIBILITY AND SELECTION CRITERIA

The NATIONAL COMPETITION FOR THE BEST ICT PROJECT is evaluated using three types of criteria, namely: personal eligibility criteria, project shortlisting criteria and evaluation criteria before the Grand Jury (final pitch).

(1) Personal eligibility criteria of the applicant

The cumulative conditions to be eligible for the NATIONAL COMPETITION FOR THE BEST ICT PROJECT are as follows:

- Be a Cameroonian citizen;
- Be the owner of the project or the legal representative of the START-UP;
- To carry out the activity on the Cameroonian territory;
- Fill in the registration form and attach to his/her application his/her complete file (project document) including:
 - **The presentation of the start-up and the project;**
 - **The problem to be solved or the market opportunity that motivates the idea;**
 - **The innovative factor;**
 - **The summary of the project;**
 - **The target or beneficiaries**
 - **How your project generates revenue;**
 - **The working team (profile of members).**

(2) Project shortlisting criteria

The files of candidates fulfilling the eligibility criteria of paragraph 1 of this Article will be short-listed on the following basis:

| No. | CRITERIA | NOTE |
|-----|---|------------|
| 1 | Consistency with the objectives and theme of the competition | /15 |
| 2 | General presentation of the file | /15 |
| 3 | Relevance of the innovation | /25 |
| 4 | Use value and economic potential | /25 |
| 5 | Teamthink | /20 |
| | TOTAL | 100 |

Candidates' projects must address one of the 7 **application themes** of the competition:

- E-health;
- E-education;

- E-agriculture;
- Fintech ;
- Robotics;
- Cybersecurity;
- E-services and others

The selection of the best projects will be done in two stages:

- The first short-listing is based on a written file describing the project and submitted on the website during registration.
- Hearing before the Grand Jury

(3) Evaluation criteria before the Grand Jury (final pitch)

The following elements will be assessed by the Grand Jury:

- the updated project document;
- the project's marketing video;
- the business model;
- the go to market;
- the candidate's oral pitch accompanied by a digital presentation (pitch talk and pitch desk) ;
- demonstration of the product, prototype or application.

The evaluation criteria in this final phase are as follows:

| No. | CRITERIA | NOTE |
|-----|---|------|
| 1 | General presentation of the file | /15 |
| 2 | pitch talk and pitch desk | /20 |
| 3 | Demonstration | /20 |
| 4 | The innovative and original nature of the project | /20 |
| 5 | The economic viability | /15 |
| 6 | Deployment timing | /10 |
| | TOTAL | 100 |

ARTICLE 6 - CONDITIONS FOR PARTICIPATION IN THE COMPETITION

- (1) Registration for the NATIONAL COMPETITION FOR THE BEST ICT PROJECT is made exclusively online, via a form to be filled in on the event's website www.ictinnovationweek.cm.
- (2) A start-up cannot submit more than one project;
- (3) An individual cannot submit more than one project;
- (4) An individual cannot represent more than one start-up;
- (5) In order to guarantee transparency, the shortlisted candidates will be contacted by the Organiser of the NATIONAL COMPETITION FOR THE BEST ICT PROJECT. Similarly, the list of these shortlisted candidates will be published on the website www.ictinnovationweek.cm.
- (6) The travelling and accommodation expenses of the shortlisted candidates in the BEST ICT PROJECT NATIONAL COMPETITION are borne by the Ministry of Posts and Telecommunications.
- (7) For start-ups made up of several members, the Ministry will only pay for the representative of the start-up or project.
- (8) Registration and participation in all stages of the NATIONAL COMPETITION FOR THE BEST ICT PROJECT is free of charge. The Ministry of Posts and Telecommunications would therefore not be held responsible for any cases of scams that may occur.
- (9) Transfer of image rights: the registration of candidates for the BEST ICT PROJECT NATIONAL COMPETITION is equivalent to transfer to the Ministry of Posts and Telecommunications and to the structure in charge of the operational implementation of the BEST ICT PROJECT NATIONAL COMPETITION, in order to reproduce and use their data, as well as their image, and that of the representative in any public promotional activity relating to the BEST ICT PROJECT NATIONAL COMPETITION, without claiming any remuneration.

ARTICLE 7 - EXCLUSIONS

- (1) The following are not eligible to take part in the competition:
 - Staff of the Ministry of Posts and Telecommunications and their family members (spouses, brothers, sisters, fathers, mothers and children);
 - the members of the Jury and their families (spouses, brothers, sisters, fathers, mothers and children);
 - the service providers responsible for the implementation of the event and their family members (spouses, brothers, sisters, fathers, mothers and children);
 - companies other than START-UP ;

- Established start-ups whose products and/or services are marketed;
- (2) Any erroneous, incomplete or fraudulent declaration by the participant will result in the cancellation of his/her participation.

ARTICLE 8 - COMPOSITION OF THE JURY

- (1) The **Jury of the competition** consists in the **Short-listing Commission** and the **Grand Jury**.
- (2) The **Short-listing Commission** is responsible for short-listing projects that are to compete for the final pitch before the Grand Jury, according to the eligibility criteria described in Article 5.2. Its composition is established by a memorandum from the Minister of Posts and Telecommunications.
- (3) The Grand Jury is responsible for evaluating the short-listed candidates in the final pitch and for publishing the results of the Competition.
- (4) The Grand Jury is representing the public and private sectors of the Digital Economy.
- (5) The Grand Jury deliberates unanimously.
- (6) The Jury reserves the right to reject any application that is incomplete or does not fulfil the criteria of the NATIONAL COMPETITION FOR THE BEST ICT PROJECT for any reason whatsoever. It is not obliged to ground its decisions.

ARTICLE 9 - PROJECT SUBMISSION

- (1) Those who wish to participate in the NATIONAL COMPETITION FOR THE BEST ICT PROJECT as project holders must register on the website www.ictinnovationweek.cm. They must provide their personal information (name, first name, address, e-mail, telephone), submit the project document in PDF format and accept the full rules by ticking the appropriate box.
- (2) No other means of participation will be considered. Only participants who have completed all these stages will have their participation in the NATIONAL CONTEST FOR THE BEST ICT PROJECT validated.
- (3) The Ministry of Posts and Telecommunications is not responsible for any failure to send the project due to technical problems. An evidence of distribution is not a proof of sending. If the applicant has not received a confirmation email, his/her file has not been registered.
- (4) The Ministry of Posts and Telecommunications is not responsible for the expenses necessary to promote the project at the time the person participates in the NATIONAL COMPETITION FOR THE BEST ICT PROJECT.

(5) The Ministry is not responsible for the inaccuracy of the information published.

(6) No file will be returned to the candidate.

ARTICLE 10 - CONDUCT OF THE COMPETITION

The competition is divided into 3 stages:

(1) Registration phase

- Any participant fulfilling the conditions listed in Article 5 above is eligible;
- Registration for the NATIONAL COMPETITION FOR THE BEST ICT PROJECT is open from 28 July to 17 August 2020 at 3:30 pm;
- To participate in the NATIONAL COMPETITION FOR THE BEST ICT PROJECT, the candidate, holder of business projects, must register via a form available on the website www.ictinnovationweek.cm .
- The candidate will have to fill in the form with his/her usual information. Likewise, he/she must fill in all mandatory fields and attach his/her project document in pdf format;
- Interested parties may obtain information about the competition by reading the rules on the dedicated website www.ictinnovationweek.cm.
- Registration is free of charge.

(2) Shortlisting phase

- It shall take place during the period described in Article 4 above;
- At the end of the online registration and submission process, the projects submitted are examined and ranked in order of merit, according to the criteria defined in Article 5.2;
- **The holders of the fifteen (15) best short-listed projects shall be invited to Yaoundé for the final phase of the competition.**
- For three (03) days, the short-listed projects will benefit from coaching sessions, experience sharing and specialised training.
- In the event that a candidate is unavailable without reason or unable to be represented, the Jury reserves the right to propose and select the candidate ranked next on the list of Jury members.

(3) The Pitch

At the end of this second stage, the members of the Grand Jury will meet for the final pitch.

- The fifteen (15) shortlisted candidates will be invited to make an oral presentation (pitch) and a practical demonstration of their projects. The details of this evaluation will be specified during the BOOTCAMP.
- The members of the Grand Jury will evaluate each of the candidates based on the criteria mentioned in article 5 paragraph 3 and will proceed to the final ranking.

ARTICLE 11. - PRIZES AND AWARDS

- (1) The NATIONAL COMPETITION FOR THE BEST ICT PROJECT includes two types of separable prizes: the Special Prize of the President of the Republic and Specific Category Prizes.
- (2) The Special Prize of the President of the Republic is awarded to the best project of the competition and the category prizes are awarded to other winners.
- (3) The prizes and awards will be presented by the Minister of Posts and Telecommunications at the awards ceremony to be held on 28 August 2020.
- (4) The results will be published on Internet, in particular on the event's website www.ictinnovationweek.cm and by any other means that the Ministry of Posts and Telecommunications deems appropriate.

ARTICLE 12 - OBLIGATIONS OF CANDIDATES

- (1) The candidates are bound to adhere to this regulation and namely to the prohibition to provide a false identity or use the identity of a third party.
- (2) Each candidate is committed, in addition to the rules of this regulation,
 - Not to reproduce and/or use the trademark, corporate name, logo or any distinctive sign of a third party;
 - Not to carry out a project contrary to the interest of the Organising companies;
 - Not to slander, impair or infringe the rights of third parties;
 - Not to be already associated with anyone or any company in more than one project at the same time.
- (3) The connection of any legal body on the Site dedicated for this competition, as well as its on-line registration, will be done under its full responsibility.

ARTICLE 13 – RESPONSIBILITY OF THE ORGANISER

- (1) The participation of candidates involves the knowledge and acceptance of characteristics as well as limitations of Internet, especially with regard to information transfer, interruption hazards, and more generally, risks related to any connection and transmission on Internet and namely hacking and scamming, etc.
- (2) It is worth noting that the Minister of Posts and Telecommunications will not be responsible for any direct or indirect damages resulting from an interruption, an Internet malfunction of any nature and for any reason whatsoever, or more still any direct or indirect damage that may result from any manner whatsoever to a connection to the event web site.
- (3) It is the duty of any participant to take all appropriate measures to protect its own data and/or software stored on its computer equipment against any infringement to third parties.
- (4) By participating in the NATIONAL COMPETITION FOR THE BEST ICT PROJECT, the candidates recognise that the ideas and concepts do not benefit from any special protection and therefore their broadcasting within the framework of this competition could give room to use by any person having knowledge of the content. Therefore, they cannot claim any payment of rights or compensation from the Ministry of Posts and Telecommunications.

ARTICLE 14: COMMITMENTS OF THE CANDIDATE

Any participant in the NATIONAL COMPETITION FOR THE BEST ICT PROJECT pledges to:

- Accept without reservation this Regulation;
- Ensure the sincerity and authenticity of information provided. Avoid any inaccuracy or omission likely to result to misjudgement that will void the application of the candidate;
- Participate in the Prizes and Awards ceremony if he/she is short-listed;
- In the case of proven irregularity, the Jury reserves the possibility to withdraw the awarded prize;
- Renounce the right to any appeal concerning the organisation conditions of the NATIONAL COMPETITION FOR THE BEST ICT PROJECT, its results and the jury's decisions.
- Accept the prize in any form awarded;
- Expressly authorise the Ministry of Posts and Telecommunications to use and broadcast its images and the characteristic features of his project activity;

- Renounce only for the purpose of this NATIONAL COMPETITION FOR THE BEST ICT PROJECT to claim any right on his image, by accepting beforehand the broadcasting of photographs that could be taken during the prize award ceremony;
- By presenting the project on the website, the project holder confirms he has received the consent of all concerned persons so that the images and details of the company or the association are published by the Ministry of Posts and Telecommunications. Any file that is not complete or not legible and based on false indications will be considered as void.

ARTICLE 15. - INTELLECTUAL PROPRIETY - RIGHT TO IMAGE – DATA PROTECTION

- (1) By participating in this competition, candidates certify on their honour that they are the rightful owner of the projects.
- (2) The candidates are conscious that their image could be subject for a media communication within the context of the Competition. In this respect, they transfer by their participation in the NATIONAL COMPETITION OF THE BEST ICT PROJECT and that of their partners, the right to use their image (names, photos, video, projects, applications etc.) without expecting any remuneration in return, without any compensation for damages, any right or advantage of any nature other than the Prizes and Awards provided.
- (3) This right of use authorised by the candidate spans throughout the period of the NATIONAL COMPETITION FOR THE BEST ICT PROJECT until the award of prizes and stretches over two (02) years after the handing over of Prizes and Awards.
- (4) However, candidates have the right to access, modify, rectify, and delete data relating to them. To exercise this right, they will have to address a mail to the Minister of Posts and Telecommunications.
- (5) The right to reproduce, represent, adapt and translated on a written, photographic, sound and audio-visual report on the NATIONAL COMPETITION FOR THE BEST ICT PROJECT, as well as their material support (originals, tests, audiotapes, typons, masters,...) made and paid by the Ministry of Posts and Telecommunications are the final and exclusive propriety of the Ministry of Posts and Telecommunications.
- (6) The Ministry of Posts and Telecommunications and Partners in the NATIONAL COMPETITION FOR THE BEST ICT PROJECT are legally liable for the

protection of ideas, patents, files, models and trademark invented by the candidate.

ARTICLE 16.- MODIFICATIONS

- (1) The Minister of Posts and Telecommunications reserves the right to report, modify, cancel or renew the NATIONAL COMPETITION FOR THE BEST ICT PROJECT, should circumstances so require. Any other changes will be notified through the media.
- (2) The Ministry of Posts and Telecommunications reserves the right to cancel all or part of the NATIONAL COMPETITION FOR THE BEST ICT PROJECT, if it appears that frauds of any kind have been perpetrated. In this case, the Ministry will inform the public by any means.

ARTICLE 17.- DISCLOSURE OF THE RULES

- (1) These rules are freely available on the website www.ictinnovationweek.cm.

ARTICLE 18.- DISPUTES

- (1) Any complaint or claim relating to the NATIONAL COMPETITION FOR THE BEST ICT PROJECT must be done in writing and sent to the Ministry of Posts and Telecommunications.
- (2) The Ministry of Posts and Telecommunications and any other interested person will use any amicable means and leverage to settle such dispute with a fortnight after its referral. In the absence of any agreement, the dispute will be submitted to the competent courts in the Republic of Cameroon, except contrary to Public order.
- (3) No complaint will be accepted one month after the end of the NATIONAL COMPETITION FOR THE BEST ICT PROJECT.

Yaoundé, on 27th July 2020.

**THE MINISTER OF POSTS
AND TELECOMMUNICATIONS**