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Paix- Travail- Patrie

MINISTRE DES POSTES ET
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REPUBLIC OF CAMEROON
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MINISTRY OF POSTS AND
TELECOMMUNICATIONS

**UNDER THE DISTINGUISHED PATRONAGE OF THE PRESIDENT OF THE
REPUBLIC**

THIRD EDITION OF THE ICT INNOVATION WEEK

Theme : "Cybersecurity and ICT Innovation: what challenges for Cameroonian youth".

**RULES OF THE NATIONAL COMPETITION
FOR THE BEST ICT PROJECT**

Yaoundé, 14 to 18 March 2022



PREAMBLE

These rules lay down the conditions of participation in the "**NATIONAL COMPETITION FOR THE BEST ICT PROJECT**", organised by the Ministry of Posts and Telecommunications, as part of the third edition of the ICT Innovation Week.

Registration to the competition implies the full acceptance by each participant of all the rules and regulations in force on the Internet as well as the laws and regulations applicable to competitions in force in the Republic of Cameroon.

ARTICLE 1.- THE ORGANISER

In a bid to encourage entrepreneurship and innovation in the field of digital economy, the competition entitled "NATIONAL COMPETITION FOR THE BEST ICT PROJECT" is launched by the Ministry of Posts and Telecommunications.

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 who meet the eligibility criteria set out in these rules.
- (3) The access right to the NATIONAL COMPETITION FOR THE BEST ICT PROJECT is free.
- (4) Projects submitted must be innovative and have a high potential in terms of innovative products, services, processes, organisation, etc.
- (5) The project to be submitted may be :
 - either a project created ex-nihilo;
 - or a project of new activities implemented by existing structures.

ARTICLE 3.- DEFINITIONS

START-UP : Young innovative company seeking for substantial fund to boost or start its activity.

PRODUCT INNOVATION : the development and/or marketing of a new product (good or service) or of an existing product but incorporating a novelty.

PROCESS INNOVATION: the implementation of a new or substantially improved method of production or distribution (this notion implying significant technical, hardware or software changes), which excludes minor changes or improvements, increases in production or service capacity achieved by the addition of manufacturing or logistical systems that are very similar to those already in use, the discontinuation of the use of a process, simple replacement or extension of equipment, changes resulting solely from changes in factor prices, customised production, adaptation to local markets, seasonal, regular and other cyclical changes and trading in new or substantially improved products;

ORGANISATIONAL INNOVATION : the implementation of a new organisational method in business practices, workplace organisation or external relations of the enterprise, which excludes changes based on organisational methods already in use in the enterprise, changes in management strategy, mergers and acquisitions, the discontinuation of the use of a process, the simple replacement or extension of equipment, changes resulting solely from changes in factor prices, customised production, adaptation to local markets, regular or seasonal and other cyclical changes, and trading in new or substantially improved products.

BOOTCAMP : Period during which pre-selected candidates are getting set.

PITCH : At this stage of the competition, each short-listed candidate will present and defend his/her project/product/service in front of a Grand Jury.

ARTICLE 4.- VENUE AND SCHEDULE

(1) The NATIONAL COMPETITION FOR THE BEST ICT PROJECT will be held from **14 to 18 March 2022** in Yaoundé, in different stages according to the schedule below:

No.	ACTION	DATE
1	Launch of the competition by a press briefing	17 December 2021
2	Online registration	18 December 2021 – 09 March 2022
3	Sessions of the internal committee responsible for short-listing projects	27 December 2021 – 10 March 2022
4	Publishing of the list short-listed projects	11 March 2022
5	Arrival and installation of participants in Yaounde	12 - 13 March 2022
6	Kick-off/Launching of the opening activities of the ICT Innovation Week	14 March 2022
7	Bootcamp: Coaching in situ - specialised training - exchange of experience	14 - 16 March 2022
8	Final pitch	17 March 2022
9	Official award ceremony for the winners (in situ and by videoconferencing)	18 March 2022

(2) However, the Ministry of Posts and Telecommunications shall reserve the right to extend, shorten, modify or cancel the organisation of the NATIONAL BEST ICT PROJECT COMPETITION without prior notice, and without being held responsible for the consequences. As such, it shall inform the public by any means. And candidates shall refrain from making any claim or request for compensation in this regard.

ARTICLE 5.- ELIGIBILITY AND SELECTION CRITERIA

The NATIONAL BEST ICT PROJECT COMPETITION is evaluated using three types of criteria: personal eligibility criteria, **project pre-selection 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 BEST ICT PROJECT COMPETITION are as follows:

- Be of Cameroonian nationality;
- Be the holder of an innovative project using ICT;
- Living on Cameroonian territory;

- Fill in the registration form and attach to the application a 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 can your project generate revenue;**
 - **the working team (profile of the members).**

(2) Project pre-selection criteria

The application files of applicants who have complied with the eligibility criteria of paragraph 1 of this Article will be pre-selected on the following basis:

No.	CRITERIA	NOTE
1	Level of differentiation of the project innovation in the broad sense (product, process, marketing or organisational innovation)	/14
2	Business model: clear and well defined revenue generation model	/14
3	The team: expertise, complementarity, knowledge of the business and the market	/14
4	The market: well-defined, large market	/14
5	The offer: respond to a clearly identified need or problem / favourable market feedback to the offer presented	/16
6	International potential: project capable of international development	/14
7	Job creation potential	/14
	TOTAL	100

Applicants' projects must fall within 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 phases:

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

The evaluation criteria for this final phase are as follows:

No.	CRITERIA	NOTE
1	General presentation of the application	/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	Roll-out timing	/10
	TOTAL	100

ARTICLE 6.- CONDITIONS OF PARTICIPATION IN THE COMPETITION

- (1) Registration for the NATIONAL COMPETITION FOR THE BEST ICT PROJECT is exclusively online, via a form to be filled in on the event website www.ictinnovationweek.cm.
- (2) A start-up should not present more than one project;
- (3) A natural person should not present more than one project;

- (4) A natural person should not represent more than one start-up;
- (5) To ensure transparency, the short-listed candidates will be contacted by the Organiser of NATIONAL COMPETITION FOR THE BEST ICT PROJECT. In the same light, the list of these short-listed candidates will be published on the website www.ictinnovationweek.cm.
- (6) The travel and accommodation expenses of the pre-selected candidates, within the framework of the NATIONAL COMPETITION FOR THE BEST ICT PROJECT, will be paid by the Ministry of Posts and Telecommunications.
- (7) For start-ups with 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. The Ministry of Posts and Telecommunications cannot be held responsible for any scams that may occur.
- (9) Transfer of image rights: the registration of the candidates to the NATIONAL COMPETITION FOR THE BEST ICT PROJECT implies the transfer to the Ministry of Posts and Telecommunications and to the structure in charge of the operational implementation of the NATIONAL COMPETITION FOR THE BEST ICT PROJECT, in order to reproduce and use their data, as well as their image, and that of the representative in any public promotional activity related to the DIGITAL CHALLENGE, without claiming any remuneration.

ARTICLE 7.- EXCLUSIONS

- (1) The following persons cannot take part in the competitions:
 - Staff members of the Ministry of Posts and Telecommunications and the members of their families (spouses, brothers, sisters, fathers, mothers and children);
 - members of the Jury and their families (spouses, brothers, sisters, fathers, mothers and children);
 - service providers responsible for the implementation of the event and their families (spouses, brothers, sisters, fathers, mothers and children);
 - companies other than START-UPS;
 - Start-ups with an established reputation 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** is made up of a **Pre-selection Commission and a Grand Jury**.
- (2) The Pre-selection Commission** is responsible for pre-selecting the projects that will compete in the final pitch to the Grand Jury, according to the eligibility criteria described in Article 5.2. Its composition is established by a service note of the Minister of Posts and Telecommunications.
- (3)** The Grand Jury is in charge of evaluating the pre-selected candidates during the final pitch and publishing the results of the Competition.
- (4)** The Grand Jury is made up of representatives from the public and private sectors of the Digital Economy.
- (5)** The Grand Jury deliberates unanimously.
- (6)** The Jury shall reserve the right to reject any application that is incomplete or does not meet the criteria of NATIONAL COMPETITION FOR THE BEST ICT PROJECT for any reason whatsoever. It is not required to give reasons for its decisions.

ARTICLE 9. - SUBMISSION OF PROJECTS

- (1) Anyone wishing to participate in the NATIONAL COMPETITION FOR THE BEST ICT PROJECT as a project holder must register on the website www.ictinnovationweek.cm. They must indicate their personal information (surname, first name, address, e-mail, telephone), submit the project document in PDF format and accept the complete rules by ticking the box provided.
- (2) No other means of participation will be considered. Only participants who have successfully completed all of these stages will have their participation in the NATIONAL COMPETITION FOR THE BEST ICT PROJECT considered valid.
- (3) The Ministry of Posts and Telecommunications will not be responsible for the impossibility of sending the project due to technical problems. Proof of delivery is not proof of sending. If the applicant has not received a confirmation e-mail, the application has not been registered.
- (4) The Ministry of Posts and Telecommunications is not responsible for the costs of promoting the project at the time the person takes part in the NATIONAL COMPETITION FOR THE BEST ICT PROJECT.
- (5) The Ministry will not be held responsible for any inaccuracy in the information published.
- (6) No file will be returned to the candidate.

ARTICLE 10.- CONDUCT OF THE COMPETITION

The competition will be conducted in 3 stages:

(1) Registration phase

- Any participant meeting the conditions listed in Article 5 above is eligible;
- Registration to the NATIONAL COMPETITION FOR THE BEST ICT PROJECT is open from 18 December 2021 to 09 March 2022 at 3.30 pm;
- To participate in the NATIONAL COMPETITION FOR THE BEST ICT PROJECT, the candidate, holder of a business project, must register via a form available on the website www.ictinnovationweek.cm .
- The applicant must fill in the form with his usual information. They must also fill in all the compulsory fields and attach their project document in pdf format;
- Interested persons can get more information about the competition by reading the rules on the dedicated website www.ictinnovationweek.cm.
- Registration is free of charge.

(2) Pre-selection phase

- The pre-selection phase shall take place according to the period described in Article 4 above;
- After registration and submission of the online applications, the jury will examine the projects submitted and rank them in order of merit, according to the criteria laid down in Article 5.2;
- **The holders of the fifteen (15) best pre-selected projects will be invited to Yaoundé for the final phase of the competition.**
- For three (03) days, the preselected candidates will benefit from coaching sessions, experience sharing and specialised training.
- In the event where a candidate is unavailable without justification or is unable to be represented, the Jury shall reserve the right to propose and designate 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) short-listed candidates will be invited to make an oral presentation (pitch) and a practical demonstration of their projects. The modalities of this evaluation will be specified during the BOOTCAMP.

- The members of the Grand Jury will assess each of the candidates on the basis of 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 the other winners.
- (3) The prizes and awards will be presented by the Minister of Posts and Telecommunications at the awards ceremony on 18 March 2022.
- (4) The results will be published on the Internet, including on the event 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 website.

- (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 the payment of any 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 misjudgment 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;
- Waive 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 be 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, no 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, 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 audiovisual 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.- AMENDMENTS

- (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 changes will be notified through the media.

(2) The Minister 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 has been perpetrated. In this case, the Ministry will inform the public by any means.

ARTICLE 17.- DISCLOSURE OF THE REGULATION

(1) This regulation is 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 17 December 2021.

**THE MINISTER OF POSTS
AND TELECOMMUNICATIONS,**