**Observatory on Human Rights of Children**

**Policy Advocacy Competition 2024: Competition Rules**

**With the support of the UK Committee for UNICEF (UNICEF-UK)**

Please ensure you read and understand the document:

**Observatory on Human Rights of Children Policy Advocacy Competition 2024: About the Competition.**

**Observatory on Human Rights of Children Policy Advocacy Competition 2024: Statement of Facts and Law.**

These are available at: [**www.swansea.ac.uk/law/observatory/pac24**](http://www.swansea.ac.uk/law/observatory/pac24)

**Competition Rules (rules)**

In these rules the **Organiser** is:the Observatory on Human Rights of Children at Swansea University.

**Extent**

Registration for the Observatory on Human Rights of Children Policy Advocacy Competition 2024 (hereafter PAC)shall be taken as consent to abide by these rules.

**Time zone**

1. All times referred to in these rules are Greenwich Mean Time (UK time).
2. Where only dates are referred to in these rules the time for compliance is 11.59 pm on the date in question.

**Participation**

1. The PAC is open only to students who are enrolled on a Bachelors or Masters programme of study on **30th April 2024**.
2. All teams must have the approval of their faculty (or institutional equivalent) to participate.
3. A faculty may give their approval to a maximum of two teams.
4. A university may enter a maximum of two teams.
5. When registering for the PAC (see below ‘Registration’) each team must include a letter or other confirmation (e.g. email) to confirm they have the support of their faculty (or institutional equivalent)).

**Format**

1. Teams will submit a written briefing on a policy issue set by the Organiser.
2. The issue for 2024 is set out in: **Observatory on Human Rights of Children Policy Advocacy Competition 2024: Statement of Facts and Law.**
3. All written briefings which are submitted in compliance with these rules will be anonymised by the Organiser and assessed and ranked by three panellists appointed by the Organiser.
4. The panellists will apply the assessment criteria set out in these rules.
5. The teams submitting the eight top ranked submissions will be invited to give a live oral presentation via Zoom (or other appropriate media) to a 2nd panel of three independent expert judges (the judges) invited by the Organiser who will not be any of the panellists mentioned in rule 10.
6. The judges will select a winner and a runner up from the eight teams making oral presentations taking account of both their written briefing and oral presentations.
7. The judges will apply the assessment criteria for judges set out in these rules (below).

**The Policy Issue (additional)**

1. Any additional instructions contained in the **Observatory on Human Rights of Children Policy Advocacy Competition 2024: Statement of Facts and Law** are to be treated as though they are part of these rules.

**Registration**

1. There is no registration or administration fee.
2. Teams must register between **11 am on 1st February 2024** and **5 pm on 29th March 2024** by notifying the Organiser using this e-mail at: **observatory@swansea.ac.uk**
3. On registration teams must confirm:
	1. Their institution (university).
	2. Their faculty (or institutional equivalent).
	3. The names of all team members.
	4. The programme of study of all team members.
	5. Confirmation of a team contact email address.
	6. Confirmation they have the support of their faculty (or institutional equivalent) – see rule 7.
	7. Confirmation that all team members are registered for a relevant taught programme – see rule 3.
	8. Confirmation that all members of the team consent to the retention and use of data provisions set out at the end of these rules.
4. The Organiser will confirm registration no later than **5th April 2024** provided registration is in accordance with the above.
5. Early registration will not be accepted: the organiser will not provide confirmation of early registration.
6. Late registration will not be accepted: the organiser will not provide confirmation of late registration.
7. In the case of more than two written briefings from the same institution the organiser will contact the teams concerned by email and it will be their responsibility to reduce the number entries to two, by notifying the Organiser of which team or teams are to be withdrawn.
8. The above notification under rule 22 shall be received by the Organizer no more than five working days from the date the Organiser sends an email under rule 22.

**Submitting the Written Briefing**

1. Teams must provide a written briefing in accordance with the instructions set out in the **Observatory on Human Rights of Children Policy Advocacy Competition 2024: Statement of Facts and Law** and these rules.
2. The word limit is **5000 words** which includes Footnotes.
3. The written briefing must be submitted as a WORD attachment by email between **11 am on 1st February 2024** and **5 pm on 30th April 2024**.
4. The Organiser will confirm submission of a written briefing by email to the team contact no later than **10th May 2024**.
5. Early submission will not be accepted: the Organiser will not confirm early submission.
6. Late submission will not be accepted: the Organiser will not confirm late submission.
7. Each team must submit its written briefing to comply with the following layout instructions:
	1. Microsoft WORD format.
	2. Page size A4.
	3. Hyperkinks, if used, only to be used in the Footnotes.
	4. Size 12 font.
	5. Aerial font style
	6. Double line spacing.
8. The written briefing must include a Front Cover setting out the following:
	1. The team’s university.
	2. The team’s faculty (or institutional equivalent).
	3. Name and contact details of the faculty member of staff approving the entry.
	4. Names of all team members, and programme of study.
	5. Name and contact details of a lead contact for the team.
	6. The total word count (including) Footnotes of the written briefing.
	7. The information provided on the front cover will not count toward the word count.
9. The written briefing should begin on a new page under the heading ‘Written Briefing for the Children’s Minister’.
10. There should be no information in the written briefing capable of identifying the university, faculty (or institutional equivalent) or team members.
11. At the discretion of the Organiser, any failure to comply with the above rules on layout, Front Cover, heading and anonymity of the written briefing may result in the entry being rejected.
12. Once the written briefing is submitted it will not be possible to add to the team members.
13. Substitution of team members may be permitted at any time at the discretion the Organiser provided a compelling reason is given by the team and confirmed by the faculty (or institutional equivalent).

**After submission of the Written Briefing**

1. All written briefings properly submitted according to these rules will be anonymised by the Organiser on receipt and allocated a number for tracking purposes.
2. The written briefings will ranked by a panel of three panellists (the panellists) appointed by the organiser.
3. The panel will comprise members of the Faculty of Humanities and Social Sciences at Swansea University identified by the Organiser.
4. Panellists will not:
	1. Be provided with any information which is capable of identifying the institutional affiliation of any team submitting a written briefing.
	2. Have had any involvement in supporting or approving any team submitting a written briefing from Swansea University.
	3. Panel members will apply the ranking criteria and no other criteria to rank written briefings.

**Ranking the Written Briefings: Criteria**

1. The ranking criteria to be applied by the panellists to the written briefings are:
	1. Organization and structure.
	2. Effective use of facts and law as set out in Observatory on Human Rights of Children Policy Advocacy Competition 2024: Facts and Law.
	3. Sensitivity to context as set out in the Observatory on Human Rights of Children Policy Advocacy Competition 2024: Facts and Law.
	4. Effective and efficient use of relevant sources.
	5. Proper use of references.
	6. Persuasiveness, including logic, reasoning and accuracy.
2. The panellist will use a scoresheet which will be provided to each team after the ranking process (unfortunately due to limited capacity, it will not be possible to provide feedback. Only the scores will be provided).
3. Plagiarism in the written briefing will be sanctioned with the disqualification of the team which is final and irrevocable.

**After Ranking the Written Briefings**

1. The eight top ranked teams will be announced on **31st July 2024**.
2. Each of the eight top ranked teams will be notified by email.
3. Teams not ranked in the top eight will also be notified by email.
4. The eight top ranked teams will be invited to give a live oral presentation by Zoom (or other suitable media) to the judges (see rule 12).
5. The judges will be appointed by the Organiser and will be experts of standing in the field of children’s rights.
6. The judges will not be employed by Swansea University and will have no prior employment relationship with Swansea University.
7. The presentation will take place in **September 2024**.
8. The Organiser will contact the teams participating in this stage of the competition by email to arrange a convenient date and time for presentations.
9. The date for presentation will be agreed with all teams by **1st September 2024**.
10. If consensus cannot be reached it shall be at the discretion of the Organiser how to proceed which might include going ahead without one or more of the teams (de facto elimination).
11. It will be the responsibility of the team participating in the presentations to ensure the stability of their internet connection during the presentation.
12. The Organiser will ensure the stability of its internet connection during this stage of the competition.
13. A time limit of **30 minutes** will apply to the presentations but teams will be able to use as many speakers as they wish during this time.
14. The Organizer will be responsible for timing the presentation.
15. The time limit will be strictly applied.
16. Teams will not receive any warning that the time limit is about to expire and will be responsible for their own timekeeping during the presentation.
17. Once the time limit expires the Organiser will require the team presenting to end its presentation.
18. The judges will ask three questions at the end of presentation.
19. The time taken to ask the questions and for the team to respond will not count toward the 30 minute time limit.
20. The first person to speak for the team should introduce themselves, and anyone else who will speak.
21. The time taken for these introductions will not count toward the 30 minute time limit.
22. No-one is permitted to speak during the presentation who was not a contributor named on the written briefing or substituted in accordance with rules 24-36.
23. Following the introductions the first speaker shall state ‘Ready to begin’ or similar at which point the Organiser will confirm that the time limit for the presentation will commence immediately thereafter.
24. Other team members nor anyone else is permitted to directly or indirectly indicate their country or university to the judges, including through the display of screen names, the wearing of name tags, pins, or other signifiers such as materials identifying their university or country.
25. Each speaker shall ensure that their face is visible to the judges while speaking.
26. The speaker is not permitted to share their screen or present any text or written materials.
27. No-one is permitted to record the session except the Organiser.
28. Any time taken to change speakers will count toward the time limit.
29. During a presentation the judges will arrange their cameras so that their faces are visible to the speakers.
30. All participants in the presentation (teams and judges) will have their microphone muted except the person presenting.
31. Judges will have their microphone muted unless they are asking a question at the end of the presentation.
32. The scope of the presentation is not limited to the written briefing but the team will not be permitted to admit or refer to any new sources at this stage.
33. Following all presentations the judges will retire then reconvene to decide the competition winner and runner-up by reference to the written briefings and oral presentations.
34. The judges will apply the ranking criteria set out above to the written briefings (**Ranking the Written Briefings: Criteria**).
35. At this stage the judges may unanimously agree additional ranking criteria to be applied to all the written briefings.
36. Should the judges agree additional ranking criteria to be applied to all the written briefings these will be notified to the teams participating in the presentation when the outcome of judging is announced.
37. The discretion to agree additional ranking criteria to be applied to all the written briefings is entirely that of the judges and shall not be challenged.

**Ranking the Presentations: Criteria**

1. The judges will apply the following criteria to assess the oral presentations:
	1. Sensitivity to context as set out in **the Observatory on Human Rights of Children Policy Advocacy Competition 2024: Facts and Law**.
	2. Coherence and structure.
	3. Effective and efficient reference to relevant sources.
	4. Persuasiveness, including logic, reasoning and accuracy.
	5. Response to questions (re-applying the above criteria)
2. The judges will use a scoresheet which will be provided to each team after the ranking process.
3. The judges may provide additional feedback at their discretion.
4. Plagiarism during the presentation will be sanctioned with the disqualification of the team which is final and irrevocable.
5. The judges may not agree additional ranking criteria to be applied to the presentations.

**Stand by Teams**

1. In addition to the eight top ranked teams the panellists assessing the written briefings will identify the next three ranked teams as ‘stand-by teams’.
2. Stand-by teams may be invited at any time up to the date of presentations to give a presentation if:
	1. There is a de facto elimination (see above rule 53).
	2. One of the eight top ranked teams withdraws.

**After the Presentations**

1. The teams will be notified by email of the winner, runner-up and other placings no more than seven working days after the presentations.
2. The finalists, runner-up and winner will be formally announced and congratulated by the speaker at the Observatory on Human Rights of Children Annual Lecture in **November 2024.**

**Retention and Use of data**

Data provided by teams shall be limited to that information set out in rule 18 above. Teams should not provide the Organiser with any other data.

The data provided in accordance with rule 18 shall be stored by the Organizer on Swansea University’s server in an email folder and in a password protected folder.

The data shall not be used for any other purpose other than the organisation and administration of the PAC.

The data may be shared with staff employed by Swansea University but only for the purpose of organisation and administration of the PAC.

The data will not be passed to any third party.

Any team or team member may withdraw consent to our use of their data as described above at any time. Note however, this may affect the continued participation in the PAC and may result in de facto elimination.

Should your team proceed to the presentation round you will be asked for additional consent to be included in the announcement to be made under rule 89.

Your data will be held by Swansea University for a period of 3 years from the date of the annual lecture mentioned in rule 89 and then deleted. Note however that the Organiser will keep details of PAC winners and runners-up on its website indefinitely (team member names and institution).