"Learning Confers Discipline"

"To Empower the Public Sector for a Better Sri Lanka Tomorrow"

Sri Lanka Institute of Development Administration
Symposium on
Best Practices and Innovations in Public Administration and Governance
(BP-IPAG) - 2025

Guidelines for Best Practice / Innovation Submission

The organizing committee invites submissions of **original best practices or innovations** that have not been published or presented elsewhere. Submissions should align with the symposium's evaluation themes; however, the Reviewing Panel reserves the right to reassign the theme if deemed necessary.

Important Notes

- **Registration:** Participation is free of charge.

- **Selection:** Only submissions selected during the initial screening will be invited for presentation at the symposium. Notifications will be sent via the email address provided in the application. Presentations must be delivered in person at SLIDA during the symposium.

- **Language:** All submissions and presentations must be in English.

- **Word Limit:** Completed submissions must be between 300 and 1000 words. Submissions exceeding this limit or lacking essential details may not be considered.

- **Certificates:** All presenters of best practices or innovations will receive certificates issued in the name of their organization on the day of the symposium.

Note: Detailed submission themes and areas are provided in Annexure I. Please refer to Annexure I before completing your submission.

Structure of the Submission

Your submission must follow the format of the provided sample form and be organized into two parts:

Part I – General Information

This section captures the official and contact details of the applicant and contributors, as well as the nomination by the Head of the Institution. Include:

- Name of Corresponding Applicant
- Name(s) of Other Direct Contributors
- Department / Organization Name
- Address
- Email
- Contact Number
- Recommendation by the Head of the Institution

Instructions: Provide full names with titles and initials (e.g., Dr. A. B. C. Perera). Include only contributors directly involved in the best practice/innovation.

Part II – Submission Details

This section explains the best practice or innovation in detail, as in the sample form. Include:

1) **Theme of Submission:** Indicate the relevant theme.

2) **Topic / Title of Best Practice or Innovation**

   Provide a concise title.

3) **Best Practice / Innovation in Brief with Objectives**

   - Purpose / Aim
   - Objectives
   - Problem / Issue Addressed
   - Background / Context

4) **Results, Benefits, and Beneficiaries**

   - Results
   - Benefits
   - Beneficiaries

Visual Evidence

Attach relevant and clear images, charts, or photographs to support your submission.

Final Submission Instructions

1. **Upload Submission**: Save your completed form as a **PDF** and upload it to an online storage platform (e.g., OneDrive or Google Drive).
2. **Share Link**: Ensure the sharing settings allow downloads so the review committee can access it.

    ➢ **A brief guide on how to adjust the sharing settings** can be found here.

3. **Submit Link**: Paste the shared link into the designated field in the **provided Google Form**.

Best Practice / Innovation Submission Form

Part I

- **Name of the Corresponding Applicant:**

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- **Name(s) of the Other Direct Contributors:**

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- **Name of Department/Organization:**

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- **Address:**

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- **Email:**

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- **Contact Number:**

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Recommendation by the Head of the Institution

I, the undersigned, nominate and forward the submission of **(Topic/Title of Best Practice or Innovation)** from this institution for consideration and presentation at the **Best Practices and Innovations in Public Administration and Governance (BP-IPAG) Symposium – 2025**.

Head of Institution / Authorized Signatory

Signature:

Date:

Name and Designation:

(Official Stamp)

Part II

- **Theme of Submission:**

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- **Topic/Title of Best Practice / Innovation:**

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- **Best Practice / Innovation in Brief with Objectives:**

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- **Results, Benefits, and Beneficiaries:**

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Visual Evidence

Please attach relevant images, charts, or photographs to support your submission.

Themes and Areas Covered

Theme	Areas Covered
1) **Efficient and Accountable Governance**	➤ **Government Efficiency:** Service delivery, reforms, regional policies ➤ **Transparency and Accountability:** Right to information, public procurement, financial management ➤ **Citizen-Centric Governance:** Minimizing delays, eliminating red tape, deregulation, performance, citizen charters ➤ **Ethics and Integrity in Governance:** Anti-corruption
2) **Inclusive and Sustainable Development**	➤ **Sustainable Development and Governance:** Social inclusiveness, gender equity, child protection, health, ecological sustainability, food security, renewable energy, natural resource management, entrepreneurship ➤ **Disaster Risk Management & Resilience:** Climate change adaptation and mitigation
3) **Digital Transformation and Innovation**	➤ **Digital Service Delivery:** Develops or enhancing online platforms, mobile application, or e-gov portals that improve accessibility, reduce service delivery time ➤ **Process reengineering:** Redesign workflows and public service processes through automation, digital tools & innovation approaches, for reduced Bureaucracy & improve user experience ➤ **Public-Private Partnerships:** Outsourcing and collaboration for service delivery
4) **People Power and Nurturing Human Capital Development**	➤ **Participatory Governance and Civic Engagement:** Platforms and mechanisms for citizen feedback, co-creation, and inclusive decision-making ➤ **Public Sector Human Resource Development:** Competency-based training, leadership development, and performance management reforms ➤ **Education, Skills, and Lifelong Learning:** Accessible, inclusive education, TVET, digital literacy, and reskilling programs ➤ **Empowerment of Youth, Women, and Marginalized Groups:** Programs supporting leadership, economic empowerment, and inclusive policy participation