

Moscow Mayor's Digital Transformation Leaders Awards Competition Regulations

1. General provisions

1.1. The Moscow Mayor's Digital Transformation Leaders Awards (hereinafter referred to as the Awards) were established in accordance with the resolution of the Government of Moscow No. _____ dated _____ 2019 “On the Establishment of the Moscow Mayor's Digital Transformation Leaders Awards.” The founder of the awards is the Government of Moscow.

1.2. The Awards competition regulations (hereinafter referred to as the Regulations) establish the procedure for the organization of the competition and the selection of winners.

1.3. The Awards are given annually to talented developers for their achievements in creating new digital products and services that help increase the efficiency of Moscow’s economy.

1.4. The Regulations contain the following terms:

1.4.1. **Competition** is a procedure for selecting projects based on the results of the hackathon in order to identify winners of the Awards.

1.4.2. **Organizer** is the Moscow Department of Entrepreneurship and Innovative Development. The competition is carried out as a collaboration with the Moscow Department of Information Technologies.

1.4.3. **Operator** is the Moscow Agency of Innovations, a Moscow state budgetary institution authorized by the organizer to conduct events related to the identification of winners of the Awards.

1.4.4. **Developer** is an individual who has reached 18 years of age as of the first day of submissions, acting on his or her own behalf (hereinafter referred to as a Participant).

1.4.5. **Team** is a group of 3-5 participants who joined efforts to complete a particular assignment. Each participant can join only one team.

1.4.5.1. The composition of the team can be changed once by the team leader on the first day of the hackathon. The date and place is determined by the organizer and publicized by the operator on the official website of the competition.

1.4.6. **Team leader** is a team representative who submitted the application and who is responsible for the formation of his or her team.

1.4.6.1. The team leader is responsible for the formation of his or her team and the provision of relevant information and necessary documents by teammates.

1.4.7. **The official website of the competition** is an information resource located at <http://mos.ru/hackathon> and intended for posting information about the competition, registering teams, and collecting applications for participation in the competition.

1.4.8. Digital products and/or services are programs created using programming languages.

1.4.9. **Commission** is an expert body formed by the organizer with representatives

of Moscow government departments, their subordinate organizations, and business entities to select winners of the Awards.

1.4.10. **Tasks** are assignments approved by the commission within the areas referred to in paragraph 1.11 of these Regulations. Tasks must be completed by teams as part of the competition.

1.4.11. **Application** refers to an electronic application form filled in by the team leader on the official website of the competition in order to participate in the competition in the areas indicated in paragraph 1.11., and containing relevant and reliable information on participants as well as supporting documents and additional materials.

1.4.12. Prototype is a working sample of a digital product and/or service that can help complete one of the tasks.

1.4.13. **Hackathon** is a competition of teams with a duration of at least 50 and no more than 60 hours, during which participants create prototypes for further presentation to the commission.

1.4.14. Project is a prototype and a description of the procedure, technologies, programming languages, and resources used for completing a task.

1.4.15. **Winners** are teams whose results are recognized as the best in completing a task according to the commission's evaluations based on the criteria established by the Regulations.

1.5. The competition is public and is held annually.

1.5.1. Participation in the competition is free of charge.

1.6. The commission works on a pro bono basis.

1.7. Contact details of the organizer: Moscow Department of Entrepreneurship and Innovative Development, 22, Voznesensky Pereulok, Moscow, 125009; dpir@mos.ru.

1.8. Contact details of the operator: Moscow Agency of Innovations, 22, Voznesensky Pereulok, Moscow, 125009; +7 (499) 225-92-52; ic@develop.mos.ru.

1.9. In their activities, the Organizer, Operator, and Commission are guided by the Constitution of the Russian Federation, federal laws, other regulatory acts of the Russian Federation, laws and other regulatory acts of the city of Moscow, as well as by these Regulations, and the Regulations on the Commission for the Moscow Mayor's Digital Transformation Leaders Awards.

1.10. The composition of the commission, changes and additions to these Regulations and the Regulations on the Commission for the Moscow Mayor's Digital Transformation Leaders Awards are approved by a regulatory act of the Moscow Department of Entrepreneurship and Innovative Development.

1.11. The competition has the following focus areas:

– Smart City;

– Transportation;

– Finance;

– Security;

– Artificial Intelligence and Big Data.

1.12. Tasks are provided in each focus area specified in paragraph 1.11 of these regulations. A total of 10 tasks are provided; their distribution by focus areas is approved by the commission.

1.13. A team can submit an application for solving one task in the areas specified in paragraph 1.11.

1.14. Teams are not allowed to apply for solving more than one task per team.

1.15. The operator creates tasks based on the analysis of proposals received by the organizer and/or operator from Moscow's government departments, their subordinate organizations, public groups, research organizations, institutions of higher education, and entrepreneurs.

1.16. Tasks are approved by the commission not later than on the first day of application submission.

1.17. Task descriptions are posted on the official website of the competition no later than on the first day of application submission.

1.18. A prototype proposed by a team must be created during the hackathon. Prototypes created out of competition are not admitted to evaluation.

1.19. The operator has the right to immediately suspend or remove any team from further participation in the competition in case of violation of these regulations. Teams can be excluded from the competition if

- less than 3 teammates showed up at the hackathon;
- they knowingly provided false information when filling out the application form.

1.20. The organizer can change the order of participation in the competition and its dates.

2. Participant requirements

2.1. Eligible for participation in the competition are individuals who have reached 18 years of age by the first day of submissions and are acting on their own behalf.

2.2. Teams fill out application forms and submit them to the operator in the order specified in section 3 of these Regulations.

2.3. Participants of the competition must submit written consent for processing their personal data by the operator.

Personal data is used and stored by the operator solely for the purpose of holding the competition, selecting and announcing winners, and awarding prizes.

The operator ensures the security of the processed personal data of competition participants in accordance with the legislation of the Russian Federation.

2.4. By taking part in the competition participants, grant permission to the operator to use their information in non-commercial purposes, such as the assessment of contestant submissions and the production of marketing collateral for the competition.

2.5. Each team can compete only in one focus area of the competition.

2.6. Participants may be nominated for other awards or submit entries to compete for them.

3. **Competition period and application procedure**

3.1. The annual competition period begins on the day of its first public announcement and ends on the day the Moscow Department of Entrepreneurship and Innovative Development issues a regulatory act on the distribution of awards.

Information about the competition is published on its official website.

3.2. To apply for participation in the competition, teams need to fill in all fields in the application form approved by the Moscow Department of Entrepreneurship and Innovative Development on the official website of the competition and attach the materials specified in paragraph 3.4 of these Regulations. All applications must be submitted prior to the submission deadline.

3.3. The application form and attachments must be filled in either Russian or English.

3.4. In addition to the application form, all entrants must provide:

3.4.1. A presentation file with a size of no more than 30 Mb in either .pdf or .ppt format.

3.4.1.1. The presentation must describe the overall concept of the proposed solution and contain at least 6 slides, including:

- a title page mentioning the chosen focus area and task addressed by the proposed solution;

- a description of the proposed solution and features of its future prototype;

- a description of the future prototype's architecture;

- a provisional list of technologies and programming languages needed to create the proposed solution;

- a description of the anticipated impact from the implementation of a future prototype by city and business entities;

- a description of each teammate's roles.

3.4.2. A video address with a size of no more than 30 Mb in either .mp4, .mov, or .avi format. The total length of the video address must not exceed 60 seconds.

3.4.2.1. The video address must contain information covering:

- motivation for participation in the hackathon;

- motivation for choosing a specific task;

- benefits from the proposed solution.

3.4.3. Consent to the processing of personal data in the form approved by the Moscow Department of Entrepreneurship and Innovative Development.

3.4.4. Consent to waive any claims against the organizer and operator in the form approved by the Moscow Department of Entrepreneurship and Innovative Development.

3.5. The organizer and/or operator of the competition have the right to request additional information from teams, including documents proving the identity of participants.

3.6. Applications for the awards are submitted by the team leader.

3.7. The list of documents for participation in the competition is approved by the organizer and posted on the official website of the competition.

3.8. The operator collects and checks all applications for compliance with the established form and within 10 working days from the date of receipt of the application sends a notification at the email address provided in the application:

3.8.1. A rejection notification for incomplete or non-compliant applications.

3.8.1.1. Team leaders have the right to re-submit applications if rejected.

3.8.2. An acceptance notification for correctly filled and complete applications.

3.9. Applications are checked for compliance with the established form in accordance with the following criteria:

| № | Criteria | Points |
|----------|---|---|
| 1. | Presentation | |
| 1.1. | Description of the proposed solution and features of its future prototype | Provided – 1 point Missing – 0 points |
| 1.2. | Description of the future prototype's architecture | Provided – 1 point Missing – 0 points |
| 1.3. | Description of technologies and programming languages needed to create the proposed solution; | Provided – 1 point Missing – 0 points |
| 1.4. | Description of the anticipated impact from the implementation of a future prototype | Provided – 1 point Missing – 0 points |
| 1.5. | Description of all teammates and their roles | Information provided for all teammates – 1 point Information provided for some but not all teammates – 0.5 points No information – 0 points |
| 2. | Video address: | |
| 2.1. | Information on motivation for participation in the hackathon | Provided – 1 point Missing – 0 points |
| 2.2. | Information on motivation for choosing a specific task | Provided – 1 point Missing – 0 points |
| 2.3. | Information on benefits from the proposed solution | Provided – 1 point Missing – 0 points |

3.10. The final score is calculated by adding the points received for each criterium.

3.11. No more than 250 teams with the highest number of points will be admitted to the competition.

3.12. Should there be an equality of points scored; preference will be given to teams who submitted applications earlier.

3.13. The list of hackathon teams is approved by the operator based on the results of the selection and is posted on the official website of the competition no later than 7 calendar days before its beginning.

3.14. No material submitted to the competition can be reviewed or returned to the sender.

4. Hackathon procedure

4.1. The date and place for the hackathon are determined by the organizer and published by the operator on the official website of the competition.

4.2. The operator arranges the organization of the hackathon at a chosen venue and provides teams with rooms for work, recreation, and dining throughout the hackathon.

4.3. The operator provides teams and commission members with access to the Internet.

4.4. The organizer and operator do not provide teams with any equipment and/or technical means for participation in the hackathon and creation of a prototype.

4.5. Teams bear their own responsibility for the correct functioning of the technical devices (including shutoffs, crashes, and breakdowns) they use to participate in the competition.

4.6. During the hackathon, each team should prepare a project and develop a prototype for the task selected at the time of application.

4.7. The prototype must be submitted to the operator not later than at 11.59 p.m. of the third day of the hackathon via an email containing a link to the prototype's file.

4.8. Submitted prototypes must meet the following requirements:

- have a program code;
- address the task specified in the application form

4.9. After submitting a prototype, each team must prepare a presentation for the commission.

4.10. Presentation files must be sent to the operator per email, have a size of no more than 30 Mb, be in either .pdf or .ppt format, and have the following slides:

- a title page mentioning the chosen focus area and task;
- a description of the existing problem addressed by the prototype;
- a description of the prototype's features;
- a description of technologies and programming languages used to create the prototype;
- a description of the anticipated impact from the implementation of the future prototype by city and business entities;
- a description of the revenue generation model;
- a description of teammates and their roles;
- a demonstration of the prototype's performance.

4.11. The date and place for the presentation of projects to the commission are determined by the organizer and published by the operator on the official website of the competition.

4.12. The project presentation implies a planned performance by one of the teammates highlighting the proposed solution's key points and a demonstration of the prototype's performance.

4.13. If no winner is selected among the contestants, or if their number is less than the number of prizes, the latter are either not awarded or awarded partially.

4.14. Diplomas to the winners of the competition are presented at an award ceremony.

4.15. Information on the winners and results of the competition is published at its official website.

4.16. Results of the competition cannot be appealed.

4.17. The organizer and operator are not responsible for the unintentional or intentional violation of the copyright and/or other rights of third parties by teams and their members.

4.18. The rights to the intellectual property created by contestants during the hackathon are retained by them.

5. Award distribution period and procedure

5.1. The payment of awards is governed by a respective regulatory act of the Moscow Department of Entrepreneurship and Innovative Development.

5.2. To receive the monetary part of the award, each member of the team that won the competition, no later than 10 calendar days from the date of the regulatory act, in person or by proxy provides the organizer of the competition with the following information:

- an application request containing the contestant's full name, residential address, taxpayer ID, social security number, banking account number (including all relevant banking credentials needed for direct deposits), personal ID (passport number, date issued, date of birth), and phone number;
- a copy of the contestant's passport;
- a copy of a proxy's passport and the original notarized power of attorney, if submitted by proxy.

5.3. Funds for the payment of awards are transferred from a single government account to the banking accounts of the competition winners in equal shares of the total funds amount within 50 calendar days from the date of receipt of the documents specified in paragraph 5.2 of these Regulations.

5.4. Full or partial refusal of the winner of the competition to provide the documents and information specified in paragraph 5.2 of these Regulations, as well as failure to comply with the deadlines for submission frees the competition organizer from the obligation to pay the prize money.

5.5.

6. Other provisions

6.1. The operator and organizer bear no responsibility for participants' non-compliance with these Regulations and failure to provide complete and accurate information necessary to participate in the competition and receive Awards.

6.2. The operator and organizer bear no responsibility for failure to receive necessary information from participants, including due to problems with postal service and telecommunication providers, technical problems and/or fraudulent acts on the Internet and/or communication channels used during the competition. Neither are they responsible for failure to get in touch with participants if the latter provide incorrect or outdated contact information.

6.3. Subject to their consent, winners of the competition can be invited to join various events organized by the Moscow Department of Entrepreneurship and Innovative

Development and Moscow Agency of Innovations to raise awareness of the Awards.

6.4. Participants cover all personal expenses incurred in connection with the competition (including travel and accommodation costs).

6.5. The organizer has the right to delegate a part of its powers and responsibilities to the operator.