

2023

SEMANA DE INOVAÇÃO

Manual for the Public Call for **Online** **Activities**

2023 SEMANA DE INOVAÇÃO



With "**RECONNECT TO REBUILD**" as its theme, the INNOVATION WEEK reaches its **9th edition** in 2023.

Committed to **addressing the great challenges and rescuing the core values of public service**, the Innovation Week is consolidated as the largest public innovation event in Latin America.

Contemplating both on-site and online activities, the event will take place from **November 7 to 9, 2023 in Brasilia.**

2023 SEMANA DE INOVAÇÃO

THE TIME HAS COME TO REBUILD BRAZIL

In the last few years, we have experienced the most challenging moments in our recent history. After a global pandemic, natural disasters and the silencing of various peoples, it is urgent to **reconnect** to what unites us: our commitment to **people** and to **democracy**.

Together, we can **rebuild** a country where public servants are real **agents of change**. In the face of increasingly complex realities, it is not enough to just follow the same old paths. **Innovation is a must**. This includes new forms of collaboration, experimentation and a better understanding of the **differences** present in our **territories**.

Innovative practice within **public service**, paired with a transversal view, enables the **transformation of realities**. Therefore, in 2023, we issue this invitation: **reconnect to rebuild**. A new connection that allows us to understand **differences**, share **ideas** and learn **new technologies** and methodologies to innovate.

Reconnect to address **public challenges**; to rebuild a robust and representative **democracy**, committed to **diversity** and the environment. Reconnect in order to serve.

United, we can innovate to build a country that is more **inclusive, sustainable** and committed to **democracy**. A Brazil that acts responsibly towards the future of all people.

About this Manual

This manual aims to guide the submission of activities by the proponents and present rules for participation and selection of the public call for **Online Activities** during the INNOVATION WEEK 2023.

Get familiar with the modalities and formats of the activities set to be at the event before submitting your proposal. When submitting your proposal, **you will have to choose from one of the following modalities:**

About the modalities

The **2023 edition of the INNOVATION WEEK** will take place in hybrid format. Therefore, the activities that make up the program will take place in two modalities: **On-site** and **Online**.

 The main focus of the **on-site mode** is the collaborative and interactive construction, aiming at practical learning experiences. On-site activities will take place at **Enap's headquarters, in Brasilia**.

 Whereas the **online mode** is comprised of content **broadcast through the event's online platform**, as well as its exclusive interactive activities, allowing access to participants everywhere in the world.

On the Format for Online Activities

For the Online mode, this public call seeks proposals for activities **only** in the form of workshops:

 **Workshops** are the activities in which the facilitator seeks to stimulate a group of people to explore, develop and implement innovative ideas in a collaborative way. Through sharing knowledge, experiences and perspectives, participants seek to find creative solutions to address specific problems or identify opportunities for improvement.

Priority will be given to **interactive activities** using innovative tools that encourage participants to think unconventionally, challenge assumptions and explore new approaches for spurring innovation.

Activities should last **2 hours** and accommodate between **20 and 40** participants.

Other activity formats are **only feasible in the on-site mode**.

Activities Content

What are we looking for:

- ✔ Content that provides learning potential;
- ✔ Content that can potentially broaden and/or prompt thought and action towards innovation;
- ✔ Content that provides initiatives, methodologies, techniques and/or approaches that can be used directly or indirectly in the work routine;
- ✔ Content that can be applied and replicated within the reality of the public sector;
- ✔ Interactivity in the presentation of content.

What we are NOT looking for:

- ✘ Inappropriate content of sexual nature, cult of violence, or any kind of prejudiced and/or party political approach;
- ✘ Content with a marketing bias or aimed at commercial promotion of products, methods, courses, etc.

Subject Areas

In 2023 we will focus on four subject areas to guide the content curation of the event. When submitting an activity proposal, you must make sure it fits into only one of the following subject areas. In case it fits into more than one category, select the one that best represents it.

Territories and Governance

This subject area focuses on exploring innovations in territory and governance, fostering critical thinking on the challenges faced by public administrations and seeking creative and sustainable solutions for them. The activities provided in this field aim to encourage participants to rethink the role of governance and to explore new approaches to territorial management, taking into account aspects such as: the demands of each territory, citizen engagement, technological improvements and sustainability.

Serviços Públicos

This subject area is dedicated to promoting knowledge and awareness about public policy, as well as innovative approaches, tools and methodologies, whether technological or not, that have a direct or indirect positive impact on society.

Diversity and Inclusion

These activities provide a safe platform for reflection and discussion on themes of diversity and inclusion. They raise awareness about the importance of equality and respect for differences, as well as provide tools and strategies for social transformation within the public service context or elsewhere. By bringing critical reflections to the forefront, these activities have the potential to

spark significant change in attitudes, behaviors, and policies, promoting a more inclusive, fair, and diverse society.

Environmental sustainability

The Sustainability field seeks to investigate the ideas and challenges of sustainability in all of its facets. This thematic front aims to foster critical reflection and awareness of the relevance of sustainability for environmental preservation, balanced socioeconomic development, and the quality of life of current and future generations.

Rules for Submission of Online Activities

Who is eligible to participate?

Any of the following may submit activity proposals for INNOVATION WEEK 2023: individuals or legal entities, representatives of the government, private sector, limited companies, organizations, non-state entities and others.

Amendments to proposals

The selected proposed activities will be a part of the INNOVATION WEEK - 2023 program. Therefore, **they must be submitted as final proposals.**

As a result, after confirmation of participation, **the inclusion, replacement or exclusion of the names, photos and mini bios of those responsible for the activities and their partners or guests will not be allowed.**

The person in charge of the activity

The person responsible for **submitting** the proposal must be the one in charge of the activity and also the copyright **owner or have explicit permission** from the owner. **They must authorize the use of promotional material for the activity, including still images, texts and videos to be used on the event's communication platforms.**

Submissions for the Online Activities

The activity proposal will be submitted **exclusively** by filling in an **electronic form**. Incomplete forms **will be disregarded.**

In case of **repeated** submissions, only the **last submitted** proposal will be considered valid. [Click here to access the Online Activities submission form.](#)

Proposals for Online Activities must be submitted by the deadline of **August 25, 2023.**

Selection process

The selection process for Online Activities will take place in two stages and will be done by a team of specialized content experts who will be the INNOVATION WEEK curators.

Stage I

The first stage will be the **Compliance Analysis** which will consist of the event management team verifying compliance with the regulations provided in this manual in order to identify valid registrations.

Stage II

The second stage will be the **Final Assessment**, which will consist of selecting the activities that will be included in the INNOVATION WEEK 2023 program, in accordance with the methodology stipulated by the organization of the event.

Evaluation criteria

The activities will be evaluated according to the following criteria:

Adherence

The extent to which the proposal adheres to the chosen Subject Area will be evaluated;

Learning potential towards Innovation

The potential of the activity to generate learning and reflections on innovation will be assessed.

Applicability and Deployment

It will be assessed whether the activity provides direct or indirect application at work and its possible replication in other contexts in the Public Sector.

Important Information!

- ⚠️ The submission implies consent and acceptance of **all** of the terms and conditions outlined in this manual;
- ⚠️ All activities must be coordinated by their corresponding **person in charge**, who should be appointed via the submission form;
- ⚠️ The event coordination will solely provide **assistance** in carrying out the activities;
- ⚠️ The person in charge of the activity must submit proposals that will be carried out **by themselves** and/or their **partners** or **guests**;
- ⚠️ All **communication** from the event coordinators will be done **directly** with the person in charge of the activity;
- ⚠️ The selected activities will be included in the event's program and will take place between **November 7 and 9, 2023**;
- ⚠️ There will be **no guarantee** of **time reservation** for selected proposals;
- ⚠️ **There shall be no appeal** from the decision and final selection of activities in the Final Assessment stage;

⚠️ The selection will be announced on the [INNOVATION WEEK website](#)

⚠️ Our goal is to widely advertise the activities of the INNOVATION WEEK. Thus, in case your activity plan is selected, it may be **promoted** on our **social media, websites, and other platforms** via texts, videos, or images;

⚠️ By submitting your proposal, you **authorize** the use, in any media, of the name, image and voice of the professionals involved;

⚠️ INNOVATION WEEK 2023 will be offered **free of charge** for the general public. Therefore, activities that require any form of **payment** will **not be accepted**;

⚠️ We also do not offer **any form of remuneration** or compensation for the activities selected through this call. The event **will not incur** any travel expenditures (tickets, per diems, and so on), inputs, or fees;

⚠️ The persons conducting the selected activities will be awarded **certificates** of participation;

⚠️ In the event of any unanticipated circumstances, it will be up to the event's Coordinators to deliberate on any issue, and their decisions are final;

⚠️ For **further information** or if you have any **questions**, please email

semanadeinovacao@enap.gov.br

Deadlines

✉️ **Submission of activity proposals:**
opening on **July 24** and closing on **August 25, 2023**

🏆 **Results of the activity selection:**
September 29, 2023;

[On-site Activities Submission Form](#)

[Online Activities Submission Form](#)

We look forward to receiving your submission!