



POLICY *hack*

DESIGN | BUILD | CHANGE

6th Policy Hackathon *Climate Adaptation Edition*



COMPETITION RULES AND INFORMATION

The Province of Prince Edward Island, Veterans Affairs Canada, the Atlantic Canada Opportunities Agency, and the University of Prince Edward Island have partnered to bring you Policy Hack: Design. Build. Change. We are excited to host this design innovation case competition. The event is offering the opportunity to create a unique, creative and meaningful professional development event for all of you that also sparks innovative ideas for the public good.

While the goal is to develop innovative prototypes to help address the issues and needs of our communities, the journey towards this goal is equally important. The collective learning that will emerge from the competition is a vital part of the process.

The competition aims to strengthen the collaboration and problem-solving capacity of the professionals on Prince Edward Island by providing participants with an opportunity to creatively address complex problems in multi-disciplinary teams of federal, provincial, municipal public servants and the private sector.

This document contains general guidelines and rules for the competition.

ACKNOWLEDGEMENTS

This case competition was inspired by, and has been largely modeled on, similar public service case competitions held by the Governments of Nova Scotia and New Brunswick in 2018. This document and many of the other materials draw heavily from Nova Scotia's work that was shared with us. We owe a special thank you to Derek Chapman, from the Government of Nova Scotia, his team, and also Nick Scott, Executive Director of Innovation at the Government of New Brunswick, for their guidance on this competition.

We also wish to thank the provincial Deputy Ministers' Council, for their belief in the potential of this competition and in establishing this competition

in Prince Edward Island. It was their vision to bring together professionals across multiple levels of government and the private sector to work on real policy issues in a creative, innovative manner that led to the creation of this event.

The Policy Hackathon has been hosted five times, in both in-person and virtual formats. Since its inception, 203 public servants have participated in this meaningful professional development opportunity. New this year is a "climate adaptation themed" Hack, planned in partnership with colleagues in the Department of Environment, Energy and Climate Action (EECA).

PURPOSE

The PEI Policy Hackathon case competition has four main objectives:

- Professional Development;
- Networking;
- Government Collaboration; and
- Impact.

The case competition has been designed to meet these objectives and to be a fun learning event.

Teams should use this opportunity to work in a manner that is innovative, entrepreneurial, and public-spirited.

PARTICIPANT TIME COMMITMENT

As case preparation meetings will occur during work time, participants should receive approval for participation from their managers.

In addition to the learning events, it is estimated that participants will require 8-10 hours per week to commit to case preparation from April 29 to May 29.

Time outside working hours may be required to meet the needs of all team members. The frequency, timing and duration of team meetings, as well as the assignment and distribution of tasks are matters to be decided within each team.

CASE PREPARATION AND PRESENTATION

THE CHALLENGE

Teams will be engaged in a public service challenge/ or case. Each challenge will be framed by a case submission provided by EECA and each team will be provided an opportunity to meet with the case sponsor to define the question and get feedback on the topic.

Teams will need to conduct research and determine what aspect of the topic they want to address. We encourage teams to go out-of-the-box in the way they conceptualize and frame their questions, as well as in how they formulate responses.

Teams will present their solution on case competition day in front of a panel of judges. Two teams will proceed to a lightning round. These two teams will have one hour to formulate a response to a fictional policy issue and present this response to a combined judge panel.

After the Competition Day, teams will also be connected with the case sponsor to present the solution(s) they developed.

PREPARATION

Each team is encouraged to consider questions such as:

- What is the main question we are trying to answer?
- Is this the right question? Reframing the question can sometimes be the most powerful and important step in eventually realizing a new solution.
- Who are the internal and external stakeholders and how should their perspectives be engaged?
- What research do we need to do? What assumptions do we need to check?

- How would we measure and evaluate the success of any options we develop?

Teams may choose to address their case question in a variety of ways. Striking a balance between the elements of feasibility, suitability and innovation is a key component of the challenge.

We encourage teams to think creatively, as this competition is designed to give people more freedom than they might have in a normal policy development process. At the same time, teams should also consider what approaches could realistically be implemented, as these are real challenges facing our governments.

PRODUCTS AND DELIVERABLES

Each team will be required to prepare an Executive Council Memo (ECM), and an oral presentation (a pitch) based on their case analysis. ECM templates and related supporting materials will be made available to the teams prior to Launch Day. Oral presentation formats are at the team's discretion.

The ECM will be provided to the case sponsor. It is suggested that the length be **no longer than 5 pages** plus any appendices. Spacing should be 1.15 with normal page margins, in Arial font, size 12pt. The judges will not provide feedback on the written submission.

The final written documents should be submitted to policyhack@gov.pe.ca no later than **Friday, May 24, 2024**. It will be shared in advance with a jury panel, who on competition day will represent key decision makers in the context of the case. The jury's rubric for the presentations can be seen on the Scorecard, Appendix C.

The oral presentations will be given at the final event on **Wednesday May 29, 2024**.

SUPPORTS

Your team will have been matched with a coach, who will serve as guiding mentor as solutions are being prepared. (See description of the coach's role in Appendix A). Though teams are solely responsible for case preparation, the coach will support teams by providing advice on process, serving as a sounding board for ideas and acting as an intermediary as necessary. Climate change subject matter experts (SMEs) will also be available for consultation.

FORMAT OF THE COMPETITION

The case competition day will be divided into two rounds: the prepared case round, and the lightning round. Two successful teams will advance from the first round to the lightning round.

ROUND 1- PREPARED CASE PRESENTATIONS

Teams will present on the case studies they have prepared over the preceding weeks. The ten teams will be divided into two groups, with each group presenting to a separate panel of judges. Judging criteria are provided in Appendix D.

Teams will be scored based on the quality of their presentations with attention to the following:

- Integration of complex issues, including contextual factors;
- Uniqueness of the proposal;
- Quality of presentation, presentation of advice, and professional communications;
- Group participation and organization of presentation;
- Identification of key issues and quality of policy/ administration/ service options;
- Clarity and style; and
- Thoroughness/depth of analysis.

The order of presentations will be decided through a blind draw. Given that any team could be asked to present first, all teams should be fully prepared for this circumstance.

The team awarded the most points by the jury in each group will advance to the lightning round.

ROUND 2 - LIGHTNING ROUND

The successful teams will face off in the lightning round. Both teams will receive the same short case and will have one hour to prepare an oral presentation. This case will focus on an immediate challenge within public administration. Preparation should not require intensive research, but internet access will be available. No written policy document will be required.

Often within the public service, situations arise that require immediate response with very little time available for staff to prepare to brief decision-makers. The lightning round is designed to simulate those types of situations and test participants' abilities to evaluate an evolving situation while providing sound advice. This will provide teams with a unique experience that will further develop the skill sets developed through the Policy Hack process and prepare them for real-world policy development challenges.

COMPETITION DAY RULES/LOGISTICS

The event is tightly scheduled. Therefore, each team's Round 1 presentation period cannot exceed 15 minutes including questions. Teams will stop presenting at the end of the allotted time. The oral presentation should not exceed **5 minutes** of the total allotted time with the final 10 minutes left for questions. Each team will organize its material to allow for:

- Introduction of the team and topic – keeping it short and relevant.
- Presentation – with an effective focus on the message and audience.
- Questions and answers – for a minimum of ten minutes.

Note that teams are not required to have slides for their presentation. Teams must also provide a hard copy of their presentation to each of the jury members.

All teams and coaches not competing in the lightning round are encouraged to attend presentations by both teams.

Each team member is encouraged to take an active role in the presentation, even though one member may be designated as the coordinator of the presentation. The preferred dress code will be business attire.

PROFESSIONAL DEVELOPMENT SESSIONS:

To assist teams during this process, over the course of the Hackathon, various learning sessions will be held and open to all participants of Policy Hack. More details will be provided as the dates draw closer. You are expected to attend **all sessions** as a participant.

THE PLAYERS

CASE COMPETITORS

Experiential learning offers those involved a richness in their development that cannot be afforded through more traditional classroom approaches. The organizers trust that team members in this event will cooperate and respect one another's contributions. We recommend participants include their Policy Hack participation in their Learning and Development Plans.

Once participants are involved and the teams formed, each team member is responsible for attending all team meetings and ensuring they have their supervisor's continued support.

JURY PANELISTS

Two jury panels will assess the team case presentations. Juries will be comprised of high-profile individuals (e.g., former or current Deputy Ministers, ministers, community representatives, academics) who will participate by simulating the role of government decision makers. The Policy Hack organizers will select the jury members and orient them with the judging criteria contained in the Jury Guidelines (Appendix C and D).

COACHES

Each team will be assigned a coach at the outset of the case competition. Over the duration of the planning period, each team will be given the opportunity to work with their coach to develop the best-case presentation possible.

Coaches are chosen based on the depth of their expertise and experience as public administrators and policy and/or service professionals. The coaches play a vital role in assisting teams to prepare their proposals and presentations. However, coaches are not responsible for the work associated case development nor for the final products. The primary role of the coach is to facilitate group cohesion, pose questions, and challenge assumptions.

It is recommended that coaches attend as many team meetings as possible and be regularly accessible to teams as they work through the process. On competition day, each team will be given preparation time just prior to their presentations with the coach in attendance.

Climate change subject matter experts (SMEs) will also be available for consultation along with your assigned coach.

Detailed guidelines for coaches are included in Appendix A

APPENDIX A: GUIDELINES FOR COACHES

Thank you for agreeing to coach a Policy Hack Team. This case competition is hosted by the Province of Prince Edward Island, Veterans Affairs Canada, the Atlantic Canada Opportunities Agency, and the University of Prince Edward Island. You play a vital role in preparing the team for competition. This set of guidelines describes your role and responsibilities as a team coach.

IT IS ABOUT THE TEAM MEMBERS

The coach's support is critical to the event's success, providing guidance to teams and also promoting vertical networking across government. Above all, this venture is about the team members' experience, and the coach's primary responsibility is therefore to support the team members' growth and learning, rather than provide answers or specialized expertise. Coaches should be good listeners, posing questions that encourage others to deepen or expand their thinking. It is important that the team own all aspects of the case preparation and presentation. In this way, individuals maximize their learning and teams win or lose the competition on their own merits. It may be helpful to gather material on similar competitions, or request that a team member do so and share with others.

COACHES' RESPONSIBILITIES

The coach serves many important roles in this process:

- Coaches should be prepared to attend team meetings as negotiated between the team and the coach. It is recommended that coaches attend as many team meetings as possible and be regularly accessible to teams as they work through the process;
- Meet with the team to discuss the case, and help them clarify their understanding of the facts of the case and any important contextual

matters. Ensure that the team is organized, has the resources it needs and is self-managing;

- Ensure that team members are using available resources and connecting with each other;
- Ensure that key roles on the team are identified as appropriate to facilitate continuity once work on the case has begun. Ideally, the team would do this themselves, with the coach prompting them only if it is not happening naturally;
- Provide the team with advice and support in developing its presentation;
- For each aspect of case preparation, ask clarifying questions to ensure that team members have a clear understanding of what is required. Please share your knowledge of best practice with the team and highlight lessons you've learned, but without directing teams to proceed in any particular way;
- Personally interact with the team at key points,
- Arrange for other public servants to serve as a test audience or information specialist;
- Provide suggestions for improving the arguments and presentation or remind the team of issues that may have been overlooked;
- Take notes and provide feedback to your team on its performance during practice sessions and on competition day;
- Coaches from all teams are encouraged to share ideas, questions and concerns with each other about the coaching role throughout the planning phase.
- Plan to support your team at the final Case Competition. No matter what the outcome, encourage the team to celebrate their accomplishments, new connections and learning.

APPENDIX B: JURY GUIDELINES

Jury members add an air of authenticity to the case competition by simulating the role of government decision makers. They are invited based on their wealth of experience and keen understanding of policy and/or continuous improvement processes.

JURY MEMBERS WILL BE ASKED TO:

- Review the case studies selected for the competition;
- Review the proposals submitted by teams a few days prior to the event; and
- Attend the day-long case competition event and participate in jury deliberations, score individual proposals and presentations, ask clarifying questions and offer verbal feedback to competing teams.

Each jury member will use the following scorecard (next page) to grade team presentations.

SCORECARD/JUDGING CRITERIA

Criteria	Score	Comments
<p>Identifying Key Issues/Problem Definition Identification and background on key issues with the right emphasis on immediate, intermediate and long-term factors.</p>	/20	
<p>Innovation and Originality The incorporation of creative, innovative approaches that are applicable and appropriately scaled to the proposal.</p>	/20	
<p>Situation Analysis The strength of analysis concerning the problem to be solved; the consideration of all relevant stakeholders and users; the clarity and intelligibility in summarizing a complex mix of information; and the thoroughness in examining all factors relevant to the issue including the assessment of risk.</p>	/20	
<p>Analysis of Options and Steps to Implementation Thoroughness, suitability and feasibility of the options presented; linkage of the options to the issue; and the inclusion of short, medium and long-term steps for implementation. Adherence to key elements of communications, consultation, collaboration and risk mitigation.</p>	/20	
<p>Organization of Material and Delivery Clear and suitable style of presentation; the team's ability to stay on topic; employ an advice vs. advocacy approach; and demonstrate originality, creativity and a team-based approach.</p>	/10	
<p>Questions and Answers Professionalism of response: e.g. clear, calm, reasoned and creative.</p>	/10	
<p>Total</p>	/100	