






Make the Case East Asia: Cheat Sheet

This cheat sheet was made for the convenience of students' quick reference. Most information hyperlinks to the page on the competition website where the information is found. Please use this to your advantage when looking for specific details. Students are still expected to take some time studying all details of the competition laid out on the [competition website](#).

TYPE OF ACTIVITY	ACTIVITY IN CHRONOLOGICAL ORDER Includes, if any: - What is required - Word count - Template	ELIGIBILITY	PRIZE	CRITERIA NOTES AND OTHERS	SCORING (Please read FAQ: "How are the competition's top 3 prize winners for each theme selected? ...")	DEADLINE/DATE	WHERE TO SUBMIT/LOCATION
REQUIRED STEP	"Step 1": Registration of team by team leader on F65	n/a	n/a	n/a	n/a	30 May 2022	F65
RECOMMENDED STEP (Please read FAQ: "Should your team interview the stakeholder's leaders prior to writing the Case Study?")	Interview(s) with stakeholder leader	n/a	n/a	"Interviewing the stakeholders: As you view the Case Study Parts I, II and III, it is designed to make your team provide a detailed background about the initiative itself ... and to think what could be possible if the current initiative had more financial and other resources in its current location; and, ... how your team could recommend replicating/scaling the initiative and what has to happen. We hope you'll reach out to the stakeholders and work with them to answer these questions." (Source: Theme 1 and Theme 2 Case Study template, p. 9) (Templates)	n/a	Recommended before writing <i>Community Engagement Prize</i> submission and <i>Case Study</i>	n/a
REQUIRED STEP	"Step 2": Specify chosen initiative in <i>Theme 1</i> or <i>Theme 2</i> for <i>Case Study</i> - Initiative name - Stakeholder name and website - Stakeholder contact name and email - Location - Select <i>Theme 1</i> or <i>Theme 2</i> - Answer 1 question about the <i>Theme</i>	n/a	n/a	"If a team submits [Step 2] by 22 May, and would like our assistance in reaching out to the initiative's stakeholder organisation, we will do our best to reach out to them if provided the right contact information." (Rob Steir, CAPP Co-Founder)	n/a	30 May 2022	F65
REQUIRED SUBMISSION	"Step 3": <i>Plastic Atlas Asia Insights</i> submission - Answer 3 questions using template - Question 1: 500 words - Question 2: 300 words - Question 3: 200 words (Templates)	Teams that submit a <i>Theme 1</i> or <i>Theme 2 Case Study</i> are eligible	The <i>Plastic Atlas Asia Award</i> : 1000 USD	"Scoring will be based on comprehensive, thoughtful answers to each question." (Source)	- 10% of overall score - <i>Plastic Atlas Asia Insights</i> score: each question is given an individual score, and then added up (Source)	- Submit by 30 May 2022 to be eligible for the prize money and fulfil 10% of your overall score - Submit by 30 June 2022 to fulfil 10% of your overall score	F65
REQUIRED STEP	"Step 3": List of up to 5 other initiatives your team considered for <i>Case Study</i> - Initiative name - Location - Short summary: 50 words max.	n/a	n/a	n/a	Affects overall score (Source)	30 May 2022	F65
OPTIONAL SUBMISSION	<i>Community Engagement Prize</i> submission - Answer 2 questions using template - 750 words total (Templates)	Teams that submit a <i>Theme 1</i> or <i>Theme 2 Case Study</i> are eligible	- The <i>Community Engagement Prize Award</i> : 1000 USD - Feature in a future CAPP report: for the 10 teams with the highest score, so they can receive exposure for their work (Source)	"Each team has the opportunity to interview the 'stakeholder leader' of the initiative it selects to write about—the topic is 'engaging community'. For background: Read the article written about the panel 'Is Asia Doing Enough to Clean Up Its Waterways', and watch the panel itself." (Source)	- Does not affect overall score - <i>Community Engagement Prize</i> score: "... based on the overall 750 word submission, not on scoring each question separately and adding them up." (Source)	15 June 2022	Email PDF submission and team name to makethecase@capp.global (Source)
REQUIRED SUBMISSION (Please read the <i>Theme 1</i> and <i>Theme 2</i> pages)	"Step 4": <i>Case Study</i> submission - Write about chosen initiative using template - Please study the <i>Theme 1</i> or <i>Theme 2</i> template for required information, questions to answer and word count (Templates)	- Teams of 3-4 Bachelor's or Master's students enrolled in a university or graduate school programme in East Asia. - A team can have students from multiple universities. (Please read FAQ: "Can a team have more or less than 3 or 4 members? ...")	- <i>First Place Award</i> : +2,500 USD - Each <i>Theme</i> — - 1st Place: 4,000 USD - 2nd Place: 1,500 USD - 3rd Place: 500 USD - Honourable Mention Certificate: for the team with the highest score (combined score of their <i>Plastic Atlas Insights</i> and <i>Case Study</i> only) in each country - Participation Certificate: for all teams that complete Steps 1-4	There are guidelines and pointers all over the website as to what the reviewers may look for in a <i>Case Study</i> submission. We suggest that you read: - The <i>Theme 1</i> and <i>Theme 2</i> pages - The <i>Theme 1</i> or <i>Theme 2 Case Study</i> template, p. 9 (Templates) - The FAQ: "Is it better to find an amazing local Initiative ..."	65% of overall score	30 June 2022	F65
FINALISTS ONLY	Final Presentation of <i>Case Study</i>	- Only the 8 finalist teams. - 4 teams in each <i>Theme</i> with the highest combined score of their <i>Plastic Atlas Insights</i> (12~%) and <i>Case Study</i> (87~%) will be selected as the 8 finalists. (Please read FAQ: "How are the top 4 teams per each theme selected to become finalists?") - The <i>Community Engagement Prize</i> winner "will have the option to present at the finals," so they can receive exposure for their work (Source)	n/a	- Presentations will be judged live. (Please read FAQ: "How are the competition's top 3 prize winners for each theme selected? ...") - "We are looking for solid submissions from teams that have clearly put time into presenting their project or program in the best light possible." (Please read FAQ: "How many teams will be selected as finalists?") - The <i>Case Study</i> and presentation of finalists will be made available on the competition website so they can receive exposure for their work	25% of overall score	To be announced (TBA)	Online (TBA)
POST-COMPETITION	Award Ceremony	The winning teams	n/a	n/a	n/a	TBA	Online (TBA)
POST-COMPETITION	Recruiting Week (Please read FAQ: "What is the Recruiting Week?")	All teams that complete Steps 1-4 can take part. Non-participants of the competition cannot take part.	n/a	n/a	n/a	TBA	On the competition website (TBA)

GLOSSARY		PAGES TO BOOKMARK	
TERM	DEFINITION	LINK	CONTAINS
“East Asia”	Northeast and Southeast Asia: Brunei, Cambodia, Hong Kong SAR, Indonesia, Japan, Laos, Macau SAR, Mainland China, Malaysia, Mongolia, Myanmar, Philippines, Singapore, South Korea, Taiwan, Thailand, Timor-Leste, Vietnam.	‘Register’ page	<ul style="list-style-type: none"> - The link to register your team on F6S - A detailed explanation of Steps 1-4 of the competition - An explanation of the F6S platform
“Initiative/project/programme”	Initiative, project and programme refer to the same thing. <i>“An Initiative is a project or program that has demonstrated, proven results in preventing, reducing, repurposing or reusing plastics. An Initiative can be led by a company, an NGO, local government, individuals acting together, or as a public-private-partnership ...”</i> (Please read FAQ: “What is an initiative, i.e. project or program?”)	‘Steps to Complete’ page	- The links to complete Steps 2, 3, 4 through F6S.
“Stakeholder”	<i>“[Stakeholder] for the most part, would mean the organisation most involved in the initiative—who has the most invested to make the initiative successful. Please note: in many ways, the people/community are always stakeholders related to plastic waste initiatives that involve their actions, but, in general, ask yourself who is the organisation (the stakeholder) most invested in the success of the initiative to happen successfully.”</i> (Rob Steir, CAPP Co-Founder)	‘Document Library’ page	The template files in .PDF and .DOCX format for: <ul style="list-style-type: none"> - Theme 1 Case Study - Theme 2 Case Study - The Plastic Atlas Asia Insights - Community Engagement Prize submission
“Theme”	The initiative you write your Case Study on should fit either these Themes: <ul style="list-style-type: none"> - Theme 1: An existing proven project that reduces plastic waste near a waterway. - Theme 2: An existing proven project that reduces or eliminates plastic pollution that can be cost-effectively replicated and scaled. <i>“Note: yes, the basic difference between the themes is that Theme 1 features solutions that directly impact waterways, and Theme 2 features solutions that reduce plastic waste, and do not directly involve waterways.”</i> (Rob Steir, CAPP Co-Founder)	PCC (Plastic Category Classification) Codes	A report by the Ocean Recovery Alliance , funded by the United Nations. It is a useful resource for brainstorming the type of initiative you can write about in your Case Study. (Details)
“Case Study”	After finding an initiative in Theme 1 or Theme 2, your team will use the Theme 1 or Theme 2 template to write your Case Study. This document will be your Case Study submission.	‘Crafting High-Impact Voluntary Commitments to Prevent and Reduce Marine Litter’ Report	A report by the Ocean Recovery Alliance , funded by the United Nations. It is a useful resource you can use for your Case Study research, for considering what makes an impactful initiative. (Source)
“Plastic Atlas Asia”	The Plastic Atlas Asia is a report by the Heinrich Böll Foundation, Hong Kong. Your submission to the Plastic Atlas Asia Award may be referred to as Plastic Atlas Asia Insights or the Plastic Atlas Asia Q&A Brief. Insights and Q&A Brief refer to the same thing.	‘Plastic Atlas Asia’ page	Important to view before writing your Plastic Atlas Asia Insights.
“Template”	There is a template for the Case Study, Plastic Atlas Asia Insights, and Community Engagement Prize submission. These must be used for your submission. (Templates)	‘Is Asia Doing Enough to Clean Up Its Waterways’ Panel	A Q&A (Question and Answer) panel between organisers of the competition and environmental experts. It is important to view before writing a Community Engagement Award submission. (Source)
“Steps”	Steps 1-4 are required steps for a complete application submission to the competition. Summarised: <ul style="list-style-type: none"> - Step 1: Registration of team by team leader on F6S - Step 2: Specify chosen initiative in Theme 1 or Theme 2 for Case Study - Step 3: Plastic Atlas Asia Insights submission and list of other initiatives your team considered - Step 4: Case Study submission (Details) Teams that complete all 4 steps receive a Participation Certificate .	‘Is Asia Doing Enough to Clean Up Its Waterways’ Article	A written summary of the panel by the same name. It is important to read before writing a Community Engagement Award submission. (Source)
“F6S”	F6S is the online platform used in this competition for: <ul style="list-style-type: none"> - Registering your team - Completing Steps 1-4 - Submitting your Plastic Atlas Asia Insights - Submitting your Case Study 	‘FAQ’ (Frequently Asked Questions) page	Answers to common enquiries about the competition.
Final Presentation/ final round/finals	Final presentation, final round and finals refer to the same thing. Each of the 8 finalist teams will have to present their Case Study to a panel of judges in a “live judging round” that accounts for 25% of each team’s overall score. (Please read FAQ: “How are the competition’s top 3 prize winners for each theme selected? ...”)	<p>THE AUTHORS</p> <p>Eunika, Wong Kai Yan—Intern, Student at City University of Hong Kong <i>Eunika is an undergraduate student majoring in Asian and International Studies at the City University of Hong Kong. She has worked as an intern in the Thai Consulate in Hong Kong, The Swire Coca-Cola Company and Bureau Veritas. She is an active member of university life, including serving as a research assistant and class representative. Hopeful that Hong Kong is finally on track to boost its commitment to environmental change, she volunteers for environmental causes and will be seeking out related research posts in the future addressing sustainability issues.</i></p> <p>Jyana Cascante—Intern, Student at City University of Hong Kong <i>Jyana is an undergraduate student majoring in Asian and International Studies with a minor in Creative Media at the City University of Hong Kong. She currently develops teaching graphics for the University of Hong Kong, and was previously a project assistant for Osage Gallery. She also worked with Club Third to bring ‘Polvoron’ (2018) an art exhibition that explores minority and third culture identity in Hong Kong. Through her studies, Jyana seeks emancipatory knowledge and to explore what it means to be a world citizen, part of which includes assuming our collective responsibility to the earth. Jyana will be seeking positions in editorial or gallery work, or that which utilises both her skills in research, writing and design in the future.</i></p>	
“Overall score”	Overall score = The Plastic Atlas Asia Insights score (10%) + Case Study score (65%) + Final Presentation score (25%) The overall score determines: <ul style="list-style-type: none"> - The First Place Award winner - The 1st, 2nd, and 3rd-place teams in each Theme (Please read FAQ: “How are the competition’s top 3 prize winners for each theme selected? ...”) The overall score does not determine: <ul style="list-style-type: none"> - The Community Engagement Award winner - The Plastic Atlas Asia Award winner - The team with the highest score (combined score of their Plastic Atlas Insights and Case Study only) in each country that will receive an Honourable Mention Certificate. 	  	
“Reviewers”	Each submission for an award will be reviewed by 3 experts from a pool of volunteer experts recruited by the organisers and sponsors of the competition. (Please read FAQ: “How are the top 4 teams per each theme selected to become finalists?”)	<p>Collaborating Partner</p> <p> HEINRICH BÖLL STIFTUNG HONG KONG</p> <p>Sponsor</p> <p> PICTET 1805 Pictet Group Foundation</p>	
“CAPP”	The Commitments Accelerator for Plastic Pollution (CAPP) is one of the organisers for this competition. The overall First Place team will be given the opportunity to intern with CAPP and produce the East Asia CAPP Conversations, where they will interview the winning organisations of the competition. (Please read FAQ: “Is there prize money for the winning teams?”)		