

**SAFA**



# Competition Rules

## 1 Introduction

The General Council of the Finnish Association of Architects approved these competition rules on 20.8.2021.

### **Parties**

The parties in a design competition include the organiser of the competition and the competitors. Other parties can include a competition jury, a competition secretary, as well as possibly an organisation that provides competition services, or some other actor, to an extent agreed upon separately.

### **Contract**

In competitions in which the Finnish Association of Architects (hereafter SAFA) is consulted, a contract shall be drawn up between SAFA and the competition organiser.

### **Responsibilities**

The competition organiser is responsible for all commitments made in the competition brief.

The competition jury is responsible for writing an evaluation for each individual competition entry as well as a jury report made in accordance with these rules.

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## 2 Scope

An architectural competition is defined as a procedure in which the organiser of the competition requests from two or more designers within the field of architecture a plan, proposal or design outline for a site to be submitted at the same time and following the same competition brief. Competition entries shall be submitted anonymously and evaluated by an impartial and expert jury, which selects the winner or winners.

An architectural competition can be used to acquire either planning services or planning solutions.

When an architectural competition is organised in co-operation with SAFA, competition-related issues shall be handled by the SAFA competitions committee, together with SAFA's competition expert.

The competition organiser will usually be the commissioner of the project. The competition organiser shall draw up the competition brief and appoint the jury in accordance with point 6. The winner or winners and other awarded or purchased entries shall be selected on the basis of the objectives and assessment criteria set out in the competition brief.

In a design competition organised by a public procurement body, the requirements regarding procurement legislation must be considered, in addition to the principles set out here.

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### 3 The character of the competition

An architectural competition can be either a design competition or an ideas competition.

#### **Design competition**

The purpose of a design competition is to find a designer and a solution that will form the basis for further design work on the project. A design competition will be appropriate when the intention is to implement a project on the basis of the competition brief. It is envisaged that the competition will lead to a design commission.

#### **Ideas competition**

The purpose of an ideas competition is to map out possible solutions and to find a broad solution that could serve as a basis for further decisions regarding design development within the project. Such a competition will not necessarily lead to a design commission.

An architectural competition can be organised in a concise form when the competition task so allows. In a concise competition, the objective is limited in respect of the task and scope of the competition, and does not require extensive competition documents from the organiser or the participants.

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### 4 Competition format

An architectural competition can be either **an open competition** or **an invited competition**, depending on the character of the task and the objectives of the organiser.

A competition can be in two stages: the first stage will then be either an open competition or an invited competition, and the second stage a continuation of the competition, with the participation of either all the first-stage proposals, or the proposals that the jury considered to be the best during the first stage.

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### 5 Eligibility

**An open competition** is open to everyone equally, within the limits defined in the competition brief.

In an **invited competition** the competition organiser either chooses the participants directly or selects them from a list of registered participants.

In the case where a public procurement body selects those to be invited to participate, legislation regarding public procurements must be observed.

Architectural competitions are not open to members of the competition jury, consulting experts or the competition secretary. Any business associates and close relations of the members of the jury are also excluded from the competition. Furthermore, anyone who has been involved in the preparation of the competition brief, to the extent that they would possess a clear advantage over other competitors, is ineligible.

In any uncertain cases, the SAFA competitions committee shall give their ruling on eligibility.

In an invited competition a participant is allowed to submit only one entry.

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## 6 The competition jury

For architectural competitions, a competition jury must be appointed, whose task is to approve the competition brief, answer any questions about the competition in accordance with what has been set out in competition brief, evaluate the entries, compile a jury report and decide the results of the competition.

A quorum shall be formed by the entire competition jury. If a member of the jury is prevented from taking part in the jury work, then a new member must be appointed in their place. Competitors must be informed of any change in the composition of the jury.

The majority of the competition jury members must be appointed by the organiser. The organiser shall appoint the chairperson and the secretary of the jury and, if necessary, a liaison person who will keep in touch with the competitors.

### **The composition of the competition jury:**

At least one-third of the competition jury members must be professionals in a relevant field, and a part of these must be impartial experts.

### **A professional member is here defined as:**

- a person who is a qualified architect or who has the qualifications set out in the Land Use and Building Act and the regulations issued by virtue of it, or
- a person with an education which, in the case of an open competition, has been approved by SAFA's competitions council or, in the case of an invited competition, by SAFA's competition expert. Such a person must be sufficiently qualified to evaluate the design task.

**An impartial expert member is here defined as:**

- a professional person who has been appointed from outside the body that has organised the competition, and who is unaffiliated with the competition jury and the competitors.

**To ensure a professional and impartial evaluation of the entries, the following measures must be in place:**

**In an open architectural competition**, the professional members of the competition jury must have the majority of the votes. Two of these must be impartial experts. In an open architectural competition that consults SAFA, the impartial expert members of the jury shall be chosen by SAFA's competitions committee. In other competitions the competitions committee can, at the request of the organiser, choose the expert members.

**In an invited competition** at least one member of the competition jury must be an impartial expert member who is unaffiliated with the organiser and the competitors, and who has been appointed jointly by the competitors or by SAFA's competitions committee.

The competition jury can use external experts, who will render their opinion on those aspects of the competition entries related to their field, but who will not take part in the general evaluation process.

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## 7 Competition secrecy

The anonymity of the entries shall be observed until the jury has rendered its opinion or made its final decision. Competitors must ensure anonymity when drawing up and submitting their entries.

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## 8 The competition invitation and competition brief

The competition organiser shall draw up and approve the competition brief. The competition brief shall state that plans are to be submitted within a single submission, and that the plans will be evaluated according to the criteria presented in the competition brief.

The competition brief shall state the organiser, the procedures and the eligibility criteria for the competition, as well as the composition and power of decision of the competition jury. In addition, it shall clearly and unequivocally set out the competition objectives, the initial data, the guiding and binding design principles, the evaluation criteria, the usufructuary rights, the instructions for drawing up the entry, and the language to be used in the entry.

The competition brief shall specify the prizes or fees to be awarded in the competition, any remunerations for drawing up the entry, along with possible purchase prices and the value added taxes which these may include.

The competition brief shall present the competition organiser's view of how the project should progress and to what extent the commissioner is bound by the jury's decision.

If the entries are to be put on public display before the results of the competition are decided, this will be mentioned in the competition brief.

By taking part in the competition the participants give their approval to the competition brief.

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## 9 Adjudication of the competition and the jury report

The competition jury must award prizes to those entries which solve the task in the best possible way in accordance with the criteria set out in the competition brief.

An entry which deviates essentially from the binding design principles, as set out in the competition brief, cannot be awarded a prize in an open competition, but it can be purchased.

The competition jury can award honourable mentions for unplaced or unpurchased entries of sufficient merit.

Only the members of the competition jury, the secretary and advisory experts are allowed to be present during the judging of the competition entries. In matters concerning the adjudication, they are bound to secrecy.

The competition jury shall decide which entries are to be accepted for adjudication and which are to be disqualified. An entry shall be disqualified if:

- it has not been submitted anonymously,
- it is not submitted in the manner specified in the competition brief,
- a document required in the competition brief is missing, unless the jury considers the omission to be of secondary importance for the evaluation of the entry.

The competition jury shall prepare a jury report, which includes a description of the competition task, a general assessment of the competition, entry-specific evaluations of each competition entry, a decision on the distribution of prizes and the rationale for the decision, a recommendation for further action, possible dissenting opinions, possible expert opinions, and essential images and texts relating to the entries.

Once the jury report has been reviewed and signed, the identity of the prize winners and purchases shall be revealed.

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## 10 Competition workload and financial compensation

The prizes and fees shall be set out in the competition brief.

**In an open competition** the prizes shall be in proportion to the estimated workload in submitting the entry, preparing the required documents, and the value of the entry to the commissioner, that is, the benefit gained by the commissioner from the competition. The competition task and the required documents shall be sufficiently clearly defined in the competition brief for the competitors to be able to estimate the required workload.

**In an open competition** there will normally be three prizes, and a further two entries will be purchased, each at the same price.

**In a two-stage open competition** those entries which are submitted in accordance with the competition brief and which are chosen for the second stage shall receive equal parts of the prize money defined in the competition brief on completion of the first stage. The remainder of the prize money will be awarded on completion of the second stage.

A unanimous jury may, at its discretion, change the number of prizes and purchases as well as the relationship between prizes and purchases within the limits of the total prize money available. However, the value of the first prize and the purchases cannot be reduced from the sums stated in the competition brief.

If the number of entries in **an open competition** is considerably smaller than could be expected and/or if the quality of the entries is lower than could be expected, then the competition jury may, with the consent of SAFA's competitions committee, withhold part of the prize money.

**In an open competition**, prizes and purchases shall not be counted as a part of the design fee.

**In an invited competition** each competitor shall receive an equal fee on the basis of workload needed to prepare an entry and the documentation required as well as the value of the entry.

A unanimous competition jury can decide either to reduce or to completely withhold any financial reward for an entry which they consider to be deficient.

The fee in an invited competition is regarded as part payment for drawing up the draft proposal, and can be deducted from the design fee received by a competitor whose design receives the commission

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## 11 The display of entries and publication of the results

All entries shall be displayed as they appeared at the time of the adjudication, and the jury report shall be given at least to the competitors to examine. The conditions governing the public display of the entries shall be specified in the competition brief.

SAFA reserves the right to place competition entries on display also elsewhere. This will be agreed in a contract between the competition organiser and SAFA.

It is recommended that all organisations and key persons involved in the prize-winning entries should be mentioned in the information concerning the competition.

The results of the competitions will be published by SAFA on its website and in its electronic and printed publications.

The right to use and publish material submitted to the competition or photographs of the material, shall remain with the competition organiser, the authors of the entries, SAFA and, after being archived, the Museum of Finnish Architecture.

Innovations, inventions, or other trade secrets can be classified as secret or declared to be secret in accordance with the Act on the Openness of Government Activities.

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## 12 Responsibility for the entries

The competition organiser shall not return entries to the participants, unless otherwise stated in the competition brief.

The competition organiser shall be responsible for the appropriate storage of the entries and shall provide compensation for any damaged or lost documents or scale models, in accordance with the competition brief.

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## 13 Tenders in connection with a competition

If the competition brief asks for tenders for design work that is to be carried out following the competition, then the tendering documentation shall not be opened until the adjudication has been carried out in accordance with the competition brief and recorded in the jury's report in an approved manner, and after the identity of the prize-winners has been verified

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## 14 Commissions

It is recommended that following a competition the design work – or, in the case of large projects, a significant part of it – should be commissioned from the author of the competition's winning entry.



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## 15 Usufructuary rights and copyrights

The competition organiser shall have the proprietary right to prize-winning, purchased and other financially compensated entries. The competitors shall retain copyright of their entries.

The competitor who receives the commission shall have the right to make use of any themes and ideas of other prize-winning and purchased entries in accordance with the Copyright Act.

If the competition involves products intended to be manufactured in more than a single copy, then the author of the winning entry shall have the right to offer their entry to a different manufacturer, unless the organiser has reached an agreement with the author within the time specified in the competition brief.

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## 16 Settlement of disputes

The procedure for the settlement of disputes shall be laid down in the competition brief.

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## 17 Archiving

The competition brief and jury report, including any attachments, with the exception of classified portions, shall be archived in a reliable manner. In the case of architectural competitions, the competition material shall be archived by the Museum of Finnish Architecture.

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## 18 Competition expenses

The competition organiser shall pay all the expenses for the organising of the competition.

### **Fees paid to unaffiliated experts**

The organizer of the competition shall pay the fees of those experts nominated by SAFA or the competitors, which are specified in the competition agreement.

### **Compensatory payments to SAFA**

In an open competition, the organiser of the competition shall pay SAFA for its expert services. The content, scope and amount of compensation for the services shall be defined in the competition agreement.

In addition, SAFA receives 7% of the value of the prizes and purchases, as well as of the fees of experts appointed to the competition jury.

In an invited competition, SAFA will retain 7% of the fee paid to each invited participant, unless otherwise agreed.

**Method of payment**

In an open competition the organiser shall pay for the prizes, purchases and compensatory payments as well as the fees of the experts appointed by SAFA's competitions committee on the basis of an invoice from SAFA, unless otherwise agreed.

In an invited competition the organizer shall pay the fees of the invited persons as well as the fees of the competitors or the experts appointed by the competition committee, on the basis of an invoice from SAFA, unless otherwise agreed.