



## **THE INVITATIONAL COMPETITION RULES**

Approved by the representatives of the Artists' Association of Finland on 15 June 2020

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## **1. PURPOSE OF THE COMPETITION RULES**

The Artists' Association of Finland helps organisers of art competitions to arrange high-quality invitational competitions with clear rules that run smoothly. The competition rules of the Artists' Association of Finland have been drawn up to promote the equal treatment of visual artists and facilitate acquisitions of high-quality works of art. The expertise of visual artists is put to use in invitational competitions by carrying out peer reviews of the entries.

In these rules, an invitational competition refers to a competition to which two or more artists are simultaneously invited to submit a proposal for the same site. Exceptions are competitions organised by the Finnish State Art Commission, which follow the Commission's rules, and parallel commission for sketch, which follow the guidelines drawn up by the Artists' Association of Finland.

When these rules are applied in invitational competitions, the Artists' Association of Finland offers assistance in organising the competition and related communications.

The Artists' Association of Finland has the right to accept an invitational competition that does not follow these rules.

## **2. FORM OF THE COMPETITION AND ELIGIBILITY**

Visual artists who have been personally invited to take part can submit entries to an invitational competition.

Members of the panel, their immediate family and business partners, the competition secretary, the contact person and persons who have significantly benefitted from participating in the planning of the competition are not eligible.

## **3. ORGANISER**

An invitational competition can be organised by a legal entity, an organisation or an individual. The organiser is responsible for the implementation of the competition and appoints a secretary for the competition. The organiser may wish to appoint a contact person for the competition and be assisted by a public art expert.

#### **4. SELECTION BOARD**

The organiser and the artists invited to take part appoint a selection board, which must have an odd number of members. The selection board appoints a chair from among its members.

The artists invited to take part appoint two artist members to the selection board. If the invited artists prefer it, the Artists' Association of Finland can appoint the artist members; this also applies if the invited artists fail to reach a consensus on the appointments. The organiser nominates the other members of the selection board and is allowed to nominate a third artist as an artist member.

Artist members are responsible for assessing the artistic quality and feasibility of the competition entries by means of peer review. Artist members must be full members of the Artists' Association of Finland's member associations. The number of votes that the artist members of the selection board have will be weighted so that when they are unanimous, they have a majority of the votes.

If deemed necessary, the selection board may consult experts who do not take part in the judging.

Selection board members and participating artists are prohibited from having private negotiations or discussions on matters relating to the competition during the competition.

The secretary appointed for the competition keeps minutes of the selection board meetings.

#### **5. CONTACT PERSON**

An external contact person can be appointed for each competition; this person may be a representative of the Artists' Association of Finland, for example. The contact person acts as an intermediary between the participants and the selection board and is bound by an obligation of confidentiality. It is advisable but not necessary to employ a contact person for an invitational competition.

The contact person may not act as a competition secretary or take part in the activities of the selection board.

## 6. CALL FOR ENTRIES AND COMPETITION PROGRAMME

**A call for entries** is a notice that informs selected recipients of an invitational competition. A call for entries includes the organiser of the competition, the purpose and object of the competition, the fees, the composition of the selection board, the deadline for entries, how and where entries are submitted and the competition rules.

Before opening the competition, the organiser obtains consent from the artists invited to take part. Consent is binding on the artists and cannot be revoked without good reason.

**The competition programme** is drawn up by the organiser. Before the competition is opened, the programme is approved by the Artists' Association of Finland and the invited artists.

A clear and unambiguous **competition programme includes:**

1. The competition's organiser, purpose and implementation schedule.
2. A description of the competition environment and site. Relevant material describing the area and a related art programme are attached to the competition programme if an art programme has been produced.
3. The names of the invited artists.
4. The budget for the work of art.
5. An estimate of the duration and life cycle of the work.
6. Sketches, materials, drawings, models and descriptions required to explain the idea of an entry as well as information on sizes or scales to be used.
7. Artists' fees and any honourable mentions.
8. The composition of the selection board and evaluation criteria.
9. The deadline, method and location for submitting entries.
10. Any notes on secrecy of the competition.
11. A clause explaining that artists retain the copyright and ownership of their proposals.
12. A mention that participants can ask questions about the competition programme and process by a certain date. Information about who to address any questions to and where the answers are published for all to see by a certain date before the submission deadline.
13. Information about the deadline by which all entries must be collected once the competition is over.
14. Information about the rules to be followed and the date of approval of the competition programme.

15. Details of a public vote or post-competition exhibition if one is to be held.
16. Information about tax exemption granted for the art competition if it has been applied for and granted by the Arts Promotion Centre Finland.

If any changes or additions need to be made to the competition programme during the competition period, this must be communicated no later than 14 days before the end of the competition period, and the competition period must be extended by 14 days. Changes or additions are announced in the same way as the call for entries.

## **7. SECRECY OF THE COMPETITION**

Entries submitted for the competition and the related description need to be marked with a pseudonym, which must not refer to an actual person or the name of the team.

Entries are not allowed to reveal the artist's or the team's name or contain any other details that could reveal their identity. The artist's name and contact details are submitted in a sealed envelope with the pseudonym written on it or by other technical means described in the competition programme. If an entry is submitted by a team, the names and contact details of all team members together with the details of the copyright holder need to be provided.

A participant is allowed to submit several entries under different pseudonyms unless otherwise stated in the competition programme. Entries must not have been published elsewhere earlier unless otherwise stated in the competition programme. Participants are not allowed to publish or share their entries in any media during the competition.

## **8. JUDGING THE ENTRIES**

The organiser takes care of receiving the entries, making a note of the time of receipt and sending confirmation of receipt to the participants. If the identity of the artist can be inferred from an entry or any accompanying material, the details revealing the identity are deleted before the entry is submitted to the selection board.

The selection board makes its decision no later than one month after the end of the competition period, unless otherwise stated in the competition programme.

The Artists' Association of Finland is informed of the decision, and it is published in the same way as the call for entries.

The selection board carries out its activities in secret during the assessment process.

The selection board may, if it so wishes, authorise the secretary to handle items 1–2 below or appoint a smaller working group to handle items 1–3 below. The working group must include at least two artist members of the selection board. If a working group was appointed, it draws up a report on its activities, and attaches this report to the main competition report.

### **SELECTION BOARD:**

1. Makes a note of the material submitted by each participant.
2. Checks that the entries comply with the provisions of the competition programme. An entry is removed from the competition:
  - if it has not been submitted by the deadline specified in the competition programme;
  - if it does not comply with the provisions of the competition programme.

The decision to remove an entry is always made by the selection board.

3. Familiarises itself with the entries.
4. Draws up a written review of the entries, taking into account the pre-defined criteria.
5. Confirms the first three places.
  - A vote is taken if the members of the selection board disagree. Matters are decided by a simple majority. The number of votes that the artist members of the selection board have will be weighted so that when they are unanimous, they must have a majority of the votes.
6. Opens the envelopes with the pseudonyms after the competition is finished to verify the participants eligible for the fee.
7. Draws up a report, signed by all its members, containing a list of all entries, written assessments and the grounds for the ranking as well as the reasons for any removal of entries, information about any vote taken, dissenting views and the result of the vote.
8. Proposes that the winning entry be commissioned.

A copy of the competition report with appendices and photographs of the winner and the runners-up is submitted to the Artists' Association of Finland, which had approved the programme. The Artists'

Association of Finland files the report in the visual arts competition archive.

The organiser is obliged to destroy any uncollected entries and material that have not been collected by the deadline specified in the competition programme.

## **9. COPYRIGHT AND PUBLIC USE OF THE ENTRIES**

The copyright of the competition entries remains with the artists.

The organiser has the right to use and publish material of the entries, such as images, for non-commercial purposes in its communications for a fee when the communication concerns the competition or the art project in question.

The organiser may, if it so wishes, display all entries submitted to the competition for the purpose of a public vote, provided that the duration and method of the public vote are specified in the competition programme. The selection board is not bound by a public vote.

Once the winners have been selected, the organiser may, if it so wishes, display the competition report and all entries in public. The conditions for displaying entries are specified in the competition programme. It is recommended that an exhibition is held to accompany competitions that are notable at the regional or national level.

Any use of material under copyright other than that described above must be agreed separately with the artist or Kuvasto ry, which represents the artist. The organiser does not have the right to transfer the rights to a third party. The proprietary right to the entries remain with the artists.

## **10. COMPETITION COSTS**

The organiser is liable for the costs of organising the competition. Artists' fees and reimbursements are paid no later than two months after the closing of the competition.

### **ARTISTS' FEES**

A fee specified in the competition programme is paid to each invited artist who has submitted an approved entry for an invitational competition within the deadline.

The organiser, a representative of the Artists' Association of Finland and the invited artists determine the artists' fee before the competition is announced. When determining the fee, the scope of the competition, the degree of complexity and the material requested from the participants are taken into account.

### **REMUNERATING THE MEMBERS OF THE SELECTION BOARD**

The organiser pays a fee to each artist member of the selection board, which is agreed on a competition-by-competition basis, taking into account the scope of the competition, the degree of complexity and the time required. The artist members are also reimbursed for their travel expenses. The Artists' Association of Finland provides guidelines for determining the fees.

### **FEE PAYABLE TO THE ARTISTS' ASSOCIATION OF FINLAND**

The Artists' Association of Finland approves the competition programme, and the organiser compensates the Association for assisting the organiser, managing the competition, acting as a contact person, if applicable, and sharing information. The fee is agreed on a competition-by-competition basis.

## **11. COMMISSIONING A WORK OF ART**

The organiser decides on the commissioning of a work of art. The organiser has the right to commission a work of art on the basis of an entry from an artist who was placed among the top three in the competition. It is recommended that the work proposed by the selection board is commissioned. The decision to commission a work of art must be made within one year of the closing of the competition. A separate agreement is drawn up with the artist for the execution of the work.

## **12. COMPLIANCE WITH THE RULES AND PROTECTION OF PERSONAL DATA**

The organiser undertakes to comply with the competition rules and the competition programme. If the organiser fails to comply with the competition rules or the competition programme, the organiser is obliged to pay compensation to the artist affected, the amount of which is the same as the artists' fee.

By participating in the competition, the artists agree to follow the competition rules and the competition programme. Any artist who fails to comply with the rules or the competition programme will be banned from the competition.

The Artists' Association of Finland demands that the organiser processes participants' personal data in accordance with EU and national data protection legislation when carrying out the competition and paying the fees. Personal data must be collected from data subjects themselves when they submit their entries to the competition. Personal data may not be disclosed to third parties or used for any other purposes. Personal data must be deleted as soon as the competition process has finished completely and the personal data are no longer needed.

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