

# Best Practice Austria Submission Standards

## Process Flow for Solution Submission

1.

### Submission of the draft version

- Content is collected via an online form accessible through a provided link.
- The submission includes a description of the final product, three short texts preferably in English, and the evaluation of subject-specific categories.
- Additional materials such as images may be attached, provided they do not contain company names.

2.

### Editorial processing

- The submission is forwarded to the editorial team, where it is prepared in both German and English to ensure a consistent platform style.
- Editing is carried out without gendered language and without mentioning private company names in the main text.
- The content is SEO-optimized and structured according to the predefined format (summary, functionality, overall context).
- The editorial team is responsible for proofreading, graphic design, and the final review of image rights and category assignments.

3.

### Review by AED

- AED reviews the texts, style, and selected categories.
- If necessary, content adjustments are made to clearly distinguish the solution from other entries.
- Final consistency of the subject categories is ensured.

4.

### Quality assurance by the advisory board

- The advisory board evaluates the submitted solutions on a quarterly basis.
- Acceptance is based on criteria such as relevance to Austria, significance for public administration, and active usage.
- In cases of uncertainty, at least one reference is requested for verification.

5.

### Coordination with partners

- The finalized texts and images are shared with the submitting institutions for review.
- At this stage, partners provide official approval of both text and visual materials.
- Any requested corrections from the submitters are subsequently incorporated.

6.

### Publication of the solution

- Following positive feedback, the solution is published on the platform.
- The participating companies or institutions are informed of the publication.
- From that point onward, the solution is publicly accessible via the portal.

