

GLOBAL FM
Awards for Excellence
in Facilities Management
2011



ABOUT GLOBAL FM

Founded in 1 July 2006, Global FM - Global Facilities Management Association - is a worldwide federation of member-centric organizations committed to providing leadership in the facilities management profession. As a single united entity promoting facilities management, Global FM is a conduit for furthering the knowledge and understanding of facilities management and the sharing of best practices, resulting in added value to the individual members of each member organization.

◆ VISION

Global recognition of facilities management profession.

◆ MISSION

Promote the strategic value and progress of facilities management.

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GLOBAL FM AWARDS FOR EXCELLENCE IN FACILITIES MANAGEMENT

Global FM Awards for Excellence in Facilities Management recognise efforts by individuals or teams within the FM industry, from researchers through to facility operators, who have made a positive contribution to the knowledge, practical application and communication of strategies to improve the workplace environment and sustainable performance of their facilities. These awards of Excellence in FM are intended to recognize the “best of the best” within the FM world and to promote the strategic value and progress of facilities management. These awards will give an invaluable worldwide recognition to recipients for their commitment and success in promoting and enhancing FM practices.

The recipients of these awards will have demonstrated the value of their innovations/improvements to the community through sustainable outcomes in the FM industry. The innovations and/or improvements will have arisen from research or an initiative and will be substantiated by supporting documentation or independent verification of the outcomes of the initiative, or in the case of research, the key findings.

Three levels of recognition will be awarded:

- ◆ **Platinum Award of Excellence in FM**
- ◆ **Gold Award of Excellence in FM**
- ◆ **Silver Award of Excellence in FM**

The Awards' winners announcement will take place on 23 June 2011
during World FM Day celebrations

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RULES OF PROCEDURE

◆ ELIGIBILITY

- All submissions should be endorsed and transmitted through a Global FM member. The Global FM member's representative will be responsible to gather submittals and send them to Global FM Secretariat for review as per the details and calendar hereafter.
- Maximum of 3 submittals per Global FM member association.
- For Global FM members hosting annual awards of excellence, submittals will be taken from their most recent Awards procedure, which must have taken place over the past 12 months
- For Global FM members that do not have an award programme, individuals and teams involved in research, strategy implementation and change management designed to improve the sustainable performance of facilities across their life cycle will be eligible to participate. These individuals or teams must submit their entry to the national FM association. The national association shall then decide which entries to submit to Global FM
- Operational or implemented initiatives must have been fully operational for at least 6 months prior to 21 February 2011, to be eligible for these awards.

◆ JUDGING PROCESS

The Judging process will be split in two phases:

PHASE 1:

During the first phase all Global FM members are entitled to submit a maximum of three entries, following the rules included in this brochure. These entries shall be subject to a first selection process by the Judging Panel who shall select a total of nine entries to pass to the second round, irrespective of their country of origin. The selection shall be made according to the criteria set out in this brochure. To note that in case Global FM increases its membership, the num-

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ber of applications that pass to the second phase shall increase accordingly.

PHASE 2:

The nine finalists will be given 2 weeks time to submit the full application to Global FM. In case this application is not in English, Global FM shall ensure that the proper translation is done. The Judging Panel shall perform a second evaluation of the nine final candidates and come up with a winner for each category.

◆ CALENDAR

- Submissions due to Global FM: 21 February
- 1st Phase Selection: 21 March
- 1st Phase winners to send full submission to Global FM: 14 April
- Eventual Translation: 21 April
- Final decision: 20 May
- Awards Winners Announcement June 23

◆ PRESENTATION AND FORMAT OF ENTRIES

PHASE 1

- Complete 1-page entry form for phase 1
- Guidelines to complete abstract on entry form:
 - No more than 250 words in English
 - Should include description of the research or initiative, addressing the 5 evaluation criteria:
 - Innovation
 - Advancement of FM
 - Corporate Outcomes
 - Contribution to Global FM's mission
 - Leadership in FM Operations
- All entries must be submitted by email (globalfm@kelleneurope.com) in PDF format

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PHASE 2

Once results of first selection phase are known (21 March), the winning entries have until 14 April to send their full application by email to Global FM. The full application is comprised of:

- Completed 1-page entry form for phase 2
- All supporting documentation: published articles, certificates/awards or any other materials that may be considered to support your entry (5 documents maximum). An independent report verifying the entry's findings or outcomes will be heavily weighted .
- All materials must be submitted by email (globalfm@kelleneurope.com) in PDF format by 14 April

◆ EVALUATION CRITERIA (REFER PART C)

Please ensure all responses are in the context of quantified and measured outcomes with benchmarks where appropriate.

The evaluation criteria for this award are as follows:

1. Innovation

Can your FM solution/accomplishments be replicated in other areas e.g. Countries, companies, department within your existing organisation? What has your organisation done to include innovation in sustainability in FM planning, design and operations? Weight 40%

2. Advancement of FM

What has your project done to promote the advancement of FM excellence?

How has your organisation led the FM profession with leading practice concepts in the built environment e.g. effective economic controls, strategic FM planning, FM benchmarking, communications, innovative staffing or utilisation of technology? Weight 20%

3. Corporate outcomes

How has your FM initiative supported your corporate/organizational strategy? How did the cost of implementation of your initiative deliver a positive return to the financial performance of your organisation? How has the implementation of your initiative benefited the organisation's bottom line? Weight 10%

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4. Contribution to Global FM's mission

What are the strengths of your FM initiative that qualify it for consideration for the Global FM "best of the best"? Please explain how your initiative can help Global FM in achieving its vision (global recognition of the facilities management profession). Weight 10%

5. Leadership in FM operations

How has your project helped recognising that your organisation led the FM profession with leading practice concepts in the built environment e.g. effective economic controls, strategic FM planning, FM benchmarking, communications, innovative staffing or utilisation of technology? Weight 20%

◆ DISCLAIMER

Global FM reserves the right to use materials submitted for the promotion of the awards. Every Global FM member's representative will be responsible to contact its entrants individually to seek written approval and authorization for information encompassed in the presentation to be used and published on Global FM website "resources centre" prior to any publication.

Under no circumstances shall the organisers be held responsible for the payment of royalties or other charges for the use of the materials submitted.

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For more informations on Global FM Awards for Excellence in Facilities Management 2011, please contact the Global FM Secretariat:

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