



## **APQO International ACE Team Awards Competition**

### **1. Introduction**

APQO is pleased to offer teams who are winners in their respective country's national team excellence/IQC/ QCC/ team projects competition an opportunity for international recognition amongst the best of best via the APQO International ACE Team Awards or ACE Awards in short.

Teams whose effort and output are aligned with organisational vision and mission /goals are an important building block of business or performance excellence.

An aligned team motivates every member to exceed expectations whose effort deliver many benefits to the organisation for sustainability. Today there are many models/approaches in engaging the workforce is teams. (Lean Improvement, Quality Circle, 6 Sigma, Kaizen, Innovation, Value Creation to name some). Regardless of the type/category of team and the team based methodology adopted by teams are usually focused on Problem Solving, Process Improvement and opportunity seizing resulting in improved cycle time, reduced cost, better quality or service performance, new product/service or innovation.

### **2. Awards for Contributing to Excellence - or ACE Team Awards in short**

ACE is a highly participative and interactive team excellence competition designed to recognise teams that demonstrate common values and goals imparting a powerful sense of shared purpose where they combine talents and skills to achieve new levels of performance contributing to organisational sustainability.

APQO welcome teams from all member countries and organizations irrespective if they are just starting out to those with more matured systems. The ACE applies to teams from public sector, not for profit or from any industry / public sector or size of organization.

The entry requires teams to submit a presentation as per the criteria outlining a project completed within the last two years that achieved measureable results. The deadline for team submissions is **September 1, of the year.**

### **3. Objective**

Provide a platform for healthy competition to recognise the best of best of teams from APQO member countries. This competition process creates learning and sharing of "best-practice" environment and fosters a healthy spirit of competition, which encourages and rewards commitment to excellence.



#### 4. Why Participate

ACE Team Awards is the only international team recognition process of its kind recognising the best of best teams arising from various national team engagement activities at an international platform.

The competition provides an outstanding opportunity for teams from diverse organizations around the world to come together and share their knowledge using a variety of continuous process improvement outcome, innovation efforts and productivity enhancement efforts. Participation in the ACE Team Awards also provides an excellent opportunity for:

- **Learn & Share** — study other teams and benchmark your team's efforts. Showcase and celebrate your organization's commitment to productivity, innovation and continuous improvement process.
- **Benchmark and Leap** — compare how your team measures up against the best of the best in teaming and commitment to team excellence from around the world. Embrace best practices and leap towards excellence.
- **Recognise and Celebrate** - demonstrate commitment to teams and workforce engagement and recognition to motivate staff to embrace business excellence and commitment to their organization's vision and its stakeholders in particular customers' satisfaction.

#### 5. Eligibility Criteria

Teams vying for the ACE Team Awards should have participated and won national level awards at their national level team excellence competition in the last 2 years e.g. teams who participated in 2016 and 2017 at their national awards will be eligible to vie for the 2018 ACE Team Awards competition.

#### 6. Convention Venue

The APQO International Conference Host Country for the year will provide the necessary support and venue to host the competition and the necessary logistics in consultation/collaboration with APQO.

#### 7. Presentation Materials

All presentations should be prepared in Microsoft PowerPoint and must be in English. Please note that the Assessors Code of Ethics requires assessors to keep all information they have access to confidential.

It should describe a project undertaken by a team completed in the last 36 months that had measurable results/impact on productivity/innovation. Please include both quantitative and qualitative measures. The presentation should cover the ACE Team Awards Criteria for ease of assessment.



The presentation materials submitted to the Organisers, every slide to include speaker notes at the bottom area of the PowerPoint briefly to facilitate understanding by the assessors and pre-presentation reading during desk top preparation. The presentation should be good for a 12 minutes talk time presentation. Teams are to make full use of the 12 minutes to share their project.

Teams can include criteria item number on the ppt slides. This helps the Assessors focus on your content vis a vis the criteria.

The maximum file size for PowerPoint file is 4 MB for ease of delivery via e-mail. Use the lowest possible resolution for photos and graphics and for back ground use plain slides to help you keep the presentation within the 4 MB size limit.

### **Team Report / Presentation Materials**

A Guide is provided in Annex D - as to the team report and submission guide.

### **8. The Team's Presentation**

The Assessors' are trained to assess the team's presentation relative to ACE Team Awards criteria. Please ensure that your presentation is aligned to the award criteria and address the criteria in sequence in terms of items and scoring to guide them.

It is recommended that all criterion be addressed. If any criterion item is not being addressed by the team, explanation as to why it is not being addressed should be included.

**Note:** It is understood by the Assessors that details provided for each criterion can vary depending on factors such as the team's project and methodology used at their respective national level judging process.

### **9. Team's Submission**

Team submissions can be transferred electronically to Host Country at contact provided at website and cc to APQO Admin Office at [admin@apqo.global](mailto:admin@apqo.global) .

### **10. How will the score be affected**

The criteria are designed to be comprehensive yet generic in scope and description. Therefore, there is no one methodology that the team must be utilized. However, teams carefully address all items criteria to enable accurate assessing of the team's effort would help the assessors understand their project and presentation better regardless of their team process,



### 11. What are key timeline for the Award Process?

- **Team registration:** Starts 15<sup>th</sup> May , of the year
- **Submission of ppt materials:** September 1, of the year
- **Competition:** During the APQO International Conference

### 12. Fee for participation

A participation fee of USD \$300 per team is payable regardless of number of members in the team. Each member of the team will pay the regular per participant fee set by the host country. This participation fee goes toward the cost of administering the ACE Team Award process.

**Note:** a USD 50 discount per team is offered for 3 years that is from 2016 to 2018 So teams participating starting 2019 onwards will pay USD 300 each team for registration.

Each team member of the registered team will pay the registration fees announced by the Organising Country for the year.

### 13. Categories of Awards

Team participating will receive the APQO Team Excellence Awards of 1 Star, 2 Star, 3 Star or Certification of Participation based on their total score:

3 Star	2 Star	1 Star	Certificate for Participation
70 - 100 points	50 – 69 points	30– 49 points	0 - 29 points

All teams will also concurrently be considered for Five special awards i.e.

- APQO International ACE Award - Overall Best
- APQO International ACE Award - Best Impact on Productivity,
- APQO International ACE Award - Best Impact on Innovation
- APQO International ACE Award - Best for Leveraging Technology
- APQO International ACE Award - Best for Impact on Transformation

However. if there are no teams worthy for all or any of these special awards there may be no winners in these special categories.



## **14. The Participation Process:**

### **Step One**

National Team Excellence competition winning teams register by completing and submitting the Registration Form at Annex C for competition to Host Country and make their travel plans to participate. Familiarise themselves with the information on venue of competition and information including nearby hotels and the overall program of the conference schedules. This information will also be posted on APQO and Host website.

### **Step Two**

The next step is for your team to submit team interest to participate form, fee, and the ppt presentation materials by the submission deadlines indicated on the website.

There is no limit as to the number of teams any APQO member organization can enter in the competition. However, each team requires to submit its own presentation materials and register with an entry fee payable.

### **Step Three**

Finally, teams should be at convention site to present “live.” All teams are required to adhere to the ACE Criteria. Each team will be scheduled make a presentation before a panel of assessors and a live audience.

## **15. Assessment process**

Team projects will be assessed by an Assessor panel according to ACE criteria to identify and recognise the best of best based on the desktop score of reports and on-site presentation score.

Each team is assessed by a panel consisting of two or more assessors. This consistent format and criteria is to help ensure fairness and objective assessment of each team. So please ensure your ppt materials contents submitted are addressing the 8 item ACE Award criteria at Annex A.

## **16 Presentation**

Present their projects to a panel of assessors appointed by the APQO within 12 minutes talk time (as a guide please check and confirm that your talk time is planned to a max of 11 minutes).

A bell will be rung once at the 10th minute and twice at the 12th minute where teams are expected to conclude their presentations. Thereafter, up to 5 minutes will be allocated for assessors to seek clarification from the presenting team. If time permits, the question-and-answer (Q&A) session will be extended to the audience. During both the presentation and



Q&A, team facilitators are NOT allowed to participate in making the presentation, answer questions on behalf of the teams.

Presentations will be held in parallel streams with a Facilitator and at least 2 assessors each. Results of the presentations will be announced during the Award presentation which will be decided by Host and inconsideration with any specific needs or challenges face by host country. Teams are requested to refrain from asking the Assessors for indications etc before the Award Presentation Ceremony.

## **17 Awards Presentation**

The ACE Team Awards presentation will be held during the Conference and decided by the Host Country as per their programme. Teams will be informed at the conference site of the plans and administration matters for strict compliance.