



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 efforts and outputs are aligned with their organisation's vision and mission /goals are an important building blocks for business or performance excellence.

An aligned team is usually highly motivated to surpass expectations and hence bring about enhance quality, productivity and value to the organization. Today there are many programs in engaging the workforce is into high performance teams – Lean Improvement, Quality Circle, 6 Sigma, Kaizen, Innovation, Value Creation to name some. While these programs were developed in different times and for different focal aspects of organizational improvements they all have common features such as Problem Solving, Process Improvement team development, standardization etc resulting in improved processes, reduced cycle time, reduced cost, better quality or service performance, new product/service and 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 for their contribution to the organizational sustainability, learn from other teams, benchmark themselves so as to further improve their techniques and methodology for better project proceeding in future projects.

APQO welcome teams from all member countries and organizations whether they are just starting out or experienced teams. The ACE competition applies to teams from industry, public sector, not for profit organization etc.

The entry requires teams to submit a presentation as per the criteria, outlining a project completed within the last two years that achieved measurable results. The deadline for team submissions is **30th July, 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 foster 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 2018 and 2019 at their national awards will be eligible to vie for the **2020** 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 confidential all information they have access to. The presentation should describe a project undertaken by the team must have been completed within the last 36 months that had measurable results/impact on quality/productivity/innovation/safety. Please include both quantitative and qualitative



measures. The presentation should cover the ACE Team Awards Criteria for ease of assessment.

The presentation materials shall be submitted to the organisers. Every slide should include a brief speaker's notes at the bottom area of the PowerPoint to facilitate understanding by the assessors. The presentation is limited to a maximum of 12 minutes presentation time.

Teams include the applicable criteria item number on the presentation slides. This helps the Assessors to score the points quickly vis a vis the criteria.

The maximum file size for PowerPoint file is 20 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 size limit.

Team Report / Presentation Materials

A Guide is provided in Annex D - (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.

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 copy to APQO Secretariat Office at secretariat@apqo.global .

10. How will the score be affected?

The criteria is designed to be comprehensive yet generic in scope and description. Therefore, there is no one program or problem solving methodology that the team must utilized. However, teams should carefully address all items found in the criteria to enable accurate assessment of the team's effort.

11. What are key timeline for the Award Process?

- **Team registration:** Starts 15th May, of the year
- **Submission of PowerPoint presentation materials:** 1st September, of the year
- **Competition:** During the APQO International Conference



12. Fee for participation

A participation fee of USD \$250 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 of the conference. This participation fee goes toward the cost of administering the ACE Team Award process.

Additionally each team member of the registered team will pay the individual registration fees as announced by the host of the conference.

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 additionally 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 Annex C for competition to the Conference Host Country with a copy to APQO Secretariat and make their travel plans to participate. They should become well aware of the venue of the conference/competition and other relevant information including nearby hotels and the overall program of the conference. This information will also be posted on APQO and Host website.

Step Two

The next step is for your team to submit Abstract Format Annex E, fee, and the PowerPoint presentation materials by the submission deadlines indicated.



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. Just a reminder, please ensure your submitted PowerPoint materials have addressed the 8 item ACE Award criteria at Annex A.

16. Presentation

Present projects to a panel of assessors appointed by the APQO within 12 minutes presentation time (as a guide please check and confirm that your presentation 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 or 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 Ceremony which will be decided by Host and in-consideration with any specific needs or challenges faced by the host country. Teams are requested to refrain from asking the Assessors for indications for their results 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 official programme. Teams will be informed at the conference site of the plans and administration matters for strict compliance.