

SAFMA awards information pack 2018/19

About the Awards

The intention of the awards is to recognize individuals, groups or corporates contributing to the advancement of Facilities Management within the South African FM Industry.

The five Award categories are as follows:

1. Award for excellence in FM
2. Facilities Manager of the Year
3. Young Achiever of the Year
4. Technology Implementation of the Year
5. Chairman's Award

The **Award for Excellence** covers all aspects of FM from in-house to outsource providers, PPPs or any other variation.

This **Facilities Manager of the Year** award recognises an individual Facilities Manager for their outstanding professionalism and contribution to the FM industry.

Young Achiever of the year is a person who is under the age of 35 at the end of the calendar year that has made a significant impact in their area of responsibility. The Young Achiever is also eligible to be the Facilities Manager of the year.

The award for **Technology Implementation of the Year** will go to the company (outsourced partner a client or a corporate with its in-housed FM) that has successfully incorporated technology into its infrastructure and core services.

Lastly, the **Chairman's award** is an open category which can cover any person or team that has made a special contribution to the FM industry. Entries do not have to be received for this category and the award can be made at the discretion of the SAFMA Board of Directors.

Details of the awards are listed below.

1. Award for excellence in FM

The award for Excellence in Facilities Management recognises efforts by an individual, team or corporate involved in Facilities Management, 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. The Award for Excellence in FM is intended to recognize the "best of the best" within the FM world and to promote the

strategic value and progress of facilities management. This award will give invaluable recognition to recipients for their commitment and success in promoting and enhancing FM practices.

The recipients of this award will have demonstrated the value of their innovations and/or 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.

2. Facilities Manager of the Year

This award recognises an individual Facilities Manager for their outstanding professionalism and contribution to the FM industry. The winner will be an individual who is actively involved in FM and who is passionate and driven by customer service, is a role model and will have achieved notable successes in their career and a person who is on a personal level making a difference in the various spheres of the FM Industry.

3. Young Achiever of the Year

The Young FM of the Year award recognises an individual Facilities Manager who is under the age of 30 who is involved in the FM Industry. This individual has shown outstanding professionalism and has contributed to the FM industry. The winner will be a facilities manager who is passionate and driven by customer service, is a role model and will have achieved notable successes in their career and a person who is on a personal level making a difference in the various spheres of the FM Industry.

4. Technology Implementation of the Year

The award for Technology Implementation of the Year will go to the company (outsourced partner a client or a corporate with its in-housed FM) that has successfully incorporated technology into its infrastructure and core services.

The winning entry will be drawn from companies that have utilized technology to streamline and enhance their current service offerings, mitigate costs through sustainability, as well as introducing innovative and ground-breaking solutions to their respective clientele or corporate. The implementation should have been brought to completion within the last 12 months.

Entries for the Technology Implementation of the Year should answer the following questions in a total of no more than 500 words:

- What impact has the implementation of technology had on core services?
- How has the incorporation of technology benefitted the company/client in reducing costs and improving internal infrastructure?
- Were any new services developed and introduced because of technological advancements?

- To what degree has technology enabled the company to become competitive in the market?

Entries should be accompanied by supporting documentation, such as testimonials, references, project descriptions, photographs and or published articles.

5. Chairman's Award

Individuals chosen for this award are exemplary models who support and promote the FM Industry. This is not an annual award but is given when a deserving candidate has been identified. Nominations can come from the Board or members of the Industry at large. The award is merit based and created to honor those who have made significant and lasting contributions to the FM Industry and community. This, for example, could be a person that has undertaken ground breaking research, a training organization that has developed or marketed a special training programme, a journalist that has covered facilities management issues.

Nominations for this award must include with a motivation for why this person should receive this award and will go directly to the SAFMA Board for approval.

Conditions of Entry

- All entries must be based on work done during the preceding 12 months of the entries opening.
- Entries that have won a SAFMA award in the preceding year will not be evaluated.
- Entry is open to SAFMA members only.
- Judges' decision is final and no appeals will be entered into.
- The winning and runner up entry to the FM Award for Excellence will be entered in the Global FM Awards for Excellence.
- SAFMA reserves the right to use materials submitted for the promotion of the awards.
- The entrant agrees to the information encompassed in the presentation being used and published on SAFMA website.
- Under no circumstances shall the organisers be held responsible for the payment of royalties or other charges for the use of the materials submitted.

Important Dates:

Entries open	21 August 2018 (at the SAFMA Conference)
Closing date	26 November 2018
Judging begins	03 December 2018
Shortlist notified	31 January 2019
Awards dinner	21 February 2019

Award for Excellence in FM

Please send your submission, by email, in PDF format along with photos to info@safma.co.za by 26 November 2018.

Primary contact Name, Email & Number: _____

Title of the submission: _____

Authors: _____

Company/Organization: _____

Did this submission receive other awards? _____ If yes, which award did the submission receive?

When was the award received? _____

Description of the research or initiative should explain how the submission addresses each area for the **Award for Excellence in FM**. 200 words maximum in English per area.

Evaluation Criteria

1. Introduction

Describe why the entry should be recognized for the specific award category it is entered for.

2. Innovation

Can your FM solution/accomplishments be replicated in other areas e.g. countries, companies, department or within your existing organisation? What is it that makes your entry innovative?

3. Advancement of FM

How have your entry contributed to the advancement of FM in South Africa?

4. Sustainability

Describe the key sustainability actions that stand out above the norm and quantify the benefits achieved through this process.

5. Leadership in FM operations

Has your project developed concepts that can serve as guidance to other FM organisations? Explain challenges that were experienced in implementing the project and successes achieved. What lessons were learned? How can the process you followed and the results you achieved benefit other FM professionals?

CONDITIONS OF ENTRY

- I accept that the judges' decision is final and no appeals will be entered into.
- If required I agree to my entry being entered into the Global FM Awards for Excellence.
- I agree to my entry being publicised and I certify that the information provided is true and correct to the best of my knowledge.
- SAFMA reserves the right to use materials submitted for the promotion of the awards.
- I agree to the information encompassed in the presentation being used and published on SAFMA website.
- Under no circumstances shall the organisers be held responsible for the payment of royalties or other charges for the use of the materials submitted.

DECLARATION: I have read and understood the conditions of entry and agree to abide by them

Signature

Date: / / /2018

Facilities Manager of the year Nomination

All entries and supporting documentation (including images) must be submitted in PDF format by email to info@safma.co.za by 26 November 2018.

SUBMISSION DETAILS:

Nominated by:

Organisation:

Phone No.:

Email Address:

Nominee Details:

Name of Nominee:

Age of Nominee:

Organisation:

Phone No.:

Email address:

Other Awards (list other awards the nominee has received):

Please provide a description of the organisational context of the nominee's role and their organisation including:

- References or referees from clients, suppliers, direct reports, and direct supervisors
- Why the nominee should be recognised as the Facilities Manager of the Year (max 200 words)
- Exhibited personal qualities (max 200 words)
- Key milestones achieved over the past year (max 200 words)
- Contribution made to the industry and other significant facilities management achievements i.e. mentoring, innovation, knowledge sharing, promotion of profession, etc. (max 200 words)
- Learning experiences and how these experiences have been applied to improve the performance of their team and the wider organisation (max 200 words)
- Commitment and contribution to continual professional development (max words)

Evaluation Criteria

1. Introduction

Describe why the entry should be recognized for the specific award category it is entered for.

2. Innovation

Can your FM solution/accomplishments be replicated in other areas e.g. countries, companies, department or within your existing organisation? What is it that makes your entry innovative?

3. Advancement of FM

How have your entry contributed to the advancement of FM in South Africa?

4. Sustainability

Describe the key sustainability actions that stand out above the norm and quantify the benefits achieved through this process.

5. Leadership in FM operations

Has your project developed concepts that can serve as guidance to other FM organisations? Explain challenges that were experienced in implementing the project and successes achieved. What lessons were learned? How can the process you followed and the results you achieved benefit other FM professionals?

CONDITIONS OF ENTRY

- I accept that the judges' decision is final, and no appeals will be entered into.
- I agree to my entry being entered in the SAFMA Awards for Excellence.
- I agree to my entry being publicised and I certify that the information provided is true and correct to the best of my knowledge.
- SAFMA reserves the right to use materials submitted for the promotion of the awards.
- I agree to the information encompassed in the presentation being used and published on SAFMA website.
- Under no circumstances shall the organisers be held responsible for the payment of royalties or other charges for the use of the materials submitted.

DECLARATION: I have read and understood the conditions of entry and agree to abide by them

Nominator:

Signature

Date: / / /2018

Nominee:

Signature

Date: / / /2018

All entries and supporting documentation (including images) must be submitted in PDF format by email to info@safma.co.za by 26 November 2018.

Technology Implementation of the year nomination

Submission Name:

Author(s):

Organisation:

Phone No.:

Email address:

Other Awards (list other awards the nominee has received):

Please provide a description of how your Organisation has successfully incorporated technology into its infrastructure and core services, in no less than 500 words. The description should address the areas listed below.

- What impact has the implementation of technology had on core services?
- How has the incorporation of technology benefitted the company/client in reducing costs and improving internal infrastructure?
- Were any new services developed and introduced because of technological advancements?
- To what degree has technology enabled the company to become competitive in the market?
- Entries should be accompanied by supporting documentation, such as testimonials, references, project descriptions, photographs and or published articles.

Evaluation Criteria

1. Introduction

Describe why the entry should be recognized for the specific award category it is entered for.

2. Innovation

Can your FM solution/accomplishments be replicated in other areas e.g. countries, companies, department or within your existing organisation? What is it that makes your entry innovative?

3. Advancement of FM

How have your entry contributed to the advancement of FM in South Africa?

4. Sustainability

Describe the key sustainability actions that stand out above the norm and quantify the benefits achieved through this process.

5. Leadership in FM operations

Has your project developed concepts that can serve as guidance to other FM organisations? Explain challenges that were experienced in implementing the project and successes achieved. What lessons were learned? How can the process you followed and the results you achieved benefit other FM professionals?

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- I agree to my entry being entered into the SAFMA Awards for Excellence.
- I agree to my entry being publicised and I certify that the information provided is true and correct to the best of my knowledge.
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DECLARATION: I have read and understood the conditions of entry and agree to abide by them

Nominator:

Signature

Date: / / /2018

Nominee:

Signature

Date: / / /2018

Young Achiever of the year Nomination

All entries and supporting documentation (including images) must be submitted in PDF format by email to info@safma.co.za by no later than 26 November 2018.

SUBMISSION DETAILS:

Nominated by:

Organisation:

Phone No.:

Email Address:

Nominee Details:

Name of Nominee:

Age of Nominee:

Organisation:

Phone No.:

Email address:

Other Awards (list other awards the nominee has received):

Please provide a description of the organisational context of the nominee's role and their organisation including:

- References or referees from clients, suppliers, direct reports, and direct supervisors
- Why the nominee should be recognised as the Facilities Manager of the Year (max 200 words)
- Exhibited personal qualities (max 200 words)
- Key milestones achieved over the past year (max 200 words)
- Contribution made to the industry and other significant facilities management achievements i.e. mentoring, innovation, knowledge sharing, promotion of profession, etc. (max 200 words)
- Learning experiences and how these experiences have been applied to improve the performance of their team and the wider organisation (max 200 words)
- Commitment and contribution to continual professional development (max words)

Evaluation Criteria

1. Introduction

Describe why the entry should be recognized for the specific award category it is entered for.

2. Innovation

Can your FM solution/accomplishments be replicated in other areas e.g. countries, companies, department or within your existing organisation? What is it that makes your entry innovative?

3. Advancement of FM

How have your entry contributed to the advancement of FM in South Africa?

4. Sustainability

Describe the key sustainability actions that stand out above the norm and quantify the benefits achieved through this process.

5. Leadership in FM operations

Has your project developed concepts that can serve as guidance to other FM organisations? Explain challenges that were experienced in implementing the project and successes achieved. What lessons were learned? How can the process you followed and the results you achieved benefit other FM professionals?

CONDITIONS OF ENTRY

- I accept that the judges' decision is final and no appeals will be entered into.
- I agree to my entry being entered into the SAFMA Awards for Excellence.
- I agree to my entry being publicised and I certify that the information provided is true and correct to the best of my knowledge.
- SAFMA reserves the right to use materials submitted for the promotion of the awards.
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DECLARATION: I have read and understood the conditions of entry and agree to abide by them

Nominator:

Signature

Date: / / /2018

Nominee:

Signature

Date: / / /2018

All entries and supporting documentation (including images) must be submitted in PDF format by email to info@safma.co.za by 01 November 2018.

Chairman's Awards Nomination

NOMINATOR INFORMATION:

Name:

Phone Number:

Email Address:

AWARD NOMINEE INFORMATION:

Name:

Organisation & Job Title:

SAFMA Membership No:

Phone No.:

Email address:

Other Awards (list other awards the nominee has received):

Please provide motivation on how the Nominee demonstrated extraordinary contribution to the FM Industry and community. The motivation may be on but NOT limited to the following areas.

- An individual that has undertaken ground breaking research
- A training organisation that has developed or marketed an FM training programme
- A journalist that's has covered FM issues
- An individual that's has made outstanding accomplishments in the FM Industry (Human, Talent, Sustainability & Exceptional, business performance)

NB: Provide specific examples of the nominee have/have impacted the SA FM Industry.

CONDITIONS OF ENTRY

- I accept that the judges' decision is final and no appeals will be entered into.
- I agree to my entry being publicised and I certify that the information provided is true and correct to the best of my knowledge.
- SAFMA reserves the right to use materials submitted for the promotion of the awards.
- I agree to the information encompassed in the presentation being used and published on SAFMA website.
- Under no circumstances shall the organisers be held responsible for the payment of royalties or other charges for the use of the materials submitted.

DECLARATION: I have read and understood the conditions of entry and agree to abide by them

Nominator

Signature

Date: / / /2018