ABOUT GLOBAL FM
Founded on 1 July 2006, Global FM - Global Facility 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 the facilities management profession.

MISSION
Promote the strategic value and progress of the facilities management profession by leveraging the Global FM member associations' strengths, knowledge and experience.

For more information on Global FM Awards for Excellence in Facility Management 2014, please contact the Global FM Task Force Committee Administrator:
Amy Campbell
amy.campbell@ifma.org

GLOBAL FM AWARDS for EXCELLENCE in FACILITY MANAGEMENT

This is a program that recognizes 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 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.

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 Award winners' announcement will take place on 4 June 2014 during World FM Day.

**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 for gathering submittals and send them to Global FM Headquarters for review as per the details and calendar hereafter.

- Maximum of three 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 twelve months. This means that only those who have applied to a national awards program (not necessarily just the winners) are entitled to apply to Global FM Awards program.

- For Global FM members that do not have an award program, 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 their 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 six months prior to 20th March 2014, 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 number of applications that pass to the second phase shall increase accordingly.

PHASE 2:
The nine finalists will be given two weeks time to submit the full application to Global FM. The Judging Panel shall perform a second evaluation of the nine final candidates and come up with a winner for each category.

PRESENTATION AND FORMAT OF ENTRIES
PHASE 1
- Complete one-page executive summary for phase 1
- Guidelines to complete abstract on entry form:
  - No more than 250 words in English
  - Include description of the research or initiative
  - Explain how your application meets the five 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 (amy.campbell@ifma.org) in PDF format

PHASE 2
Once results of first selection phase are known (15 April 2014), the winning entries have until 1st May to send their full application by email to Global FM. The full application is comprised of:
- Completed entry form for phase 2; one page per evaluation criteria:
  - Innovation
  - Advancement of FM
  - Corporate Outcomes
  - Contribution to Global FM’s mission
  - Leadership in FM Operations
- All supporting documentation: published articles, certificates/awards or any other materials that may be considered
to support your entry (two documents maximum). An independent report verifying the entry’s findings or outcomes will be heavily weighted.

All materials must be submitted by email (amy.campbell@ifma.org) in PDF format by 1 May 2014.

**EVALUATION CRITERIA**

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 organization? What has your organization done to include innovation in sustainability in FM planning, design and operations? (Weight 20%)

2. **Advancement of FM**
   What has your project done to promote the advancement of FM excellence? How has your organization 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 utilization 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 organization? How has the implementation of your initiative benefited the organization’s bottom line? (Weight 20%)

4. **Contribution to Global FM’s mission: ‘Promote the strategic value and progress of the facilities management profession by leveraging the Global FM member associations’ strength, knowledge and experience’**
   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. (Weight 20%)

5. **Leadership in FM operations**
   Has your project developed concepts that can serve as guidance to other FM organizations? 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? (Weight 20%)

---

![GlobalFM](globalfm.png)
CALENDAR
- 20 March 2014: deadline for associations/applications to send 1st submission form (250 words in English)
- 15th April 2014: announcement of 1st phase selection results (9 shortlisted candidates)
- 1st May 2014: deadline for 9 shortlisted candidates to send full submission
- 2nd June: final decision
- 4th June: winner’s announcement

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 “resource center” prior to any publication. Under no circumstances shall the organizers be held responsible for the payment of royalties or other charges for the use of the materials submitted.

For more information on Global FM Awards for Excellence in Facilities Management 2014, please contact the Global FM Awards Task Force Administrator:
Amy Campbell
amy.campbell@ifma.org