



The **8<sup>th</sup> CACCI Local Chamber Awards** is one of the projects of the Confederation of Asia-Pacific Chambers of Commerce and Industry (CACCI). It seeks to recognize local chambers for their achievement in providing services to its members and to the community where its members operate. Presentation of the Awards shall be made during the Gala Dinner of the 32<sup>nd</sup> CACCI Conference to be held in Istanbul in late 2018.

## **I. Objectives**

The 8<sup>th</sup> CACCI Local Chamber Awards is intended to:

1. Encourage local chambers to strive for excellence in delivering services to their members by adopting useful and practical projects and programs to assist their constituencies;
2. Provide incentives to local chambers not only to render outstanding service to their community and to the business sector but also to help promote the economic development of the community and provide employment to the people;
3. Bring awareness of the CACCI Program to the grassroots, namely, to the local chambers and their members.

## **II. Categories**

The Awards shall be given in two Categories:

Category 1: Big Local Chambers, defined as those chambers with membership of more than 200

Category 2: Small Local Chambers, defined as those chambers with membership of 200 or less

### **III. Criteria**

The Awards in each category shall be determined by outstanding achievements in the following:

1. Outstanding Services to Own Members:
  - a. Policy advocacy efforts made on behalf of the business community in their respective locality, and promotion of CACCI's own positions on policy issues (20%), and
  - b. Successful training programs and seminars for members conducted on its own or in cooperation with other institutions, with the level of success to be measured by number of training programs or seminars conducted and size of participants (20%).
2. Outstanding Services to Community (and to country):
  - a. Undertaking trade or investment promotion projects such as trade fairs, trade and investment missions, or other activities that have beneficial impact on the community's economy (20%).
  - b. Initiating or pursuing projects that generate employment and services such as helping in preserving peace and order, urging local government or bringing to the attention of CACCI the need for specific measures to provide a favorable environment for investment in their respective localities, or motivating and assisting in the growth and development of SMEs and microenterprises (20%).
3. Participation in CACCI Activities and Projects:
  - a. Attendance in CACCI meetings and participation in the Product and Service Councils, with the level of participation to be measured by, for instance, the number of members attending CACCI events (10%).
  - b. Active involvement in the drive to expand membership in CACCI (10%)

All entries shall be evaluated and assigned weighted grades on the basis of the above criteria.

### **IV. Nominations and Judging**

#### **Nominations and Pre-Judging Evaluation:**

1. The CACCI Local Chamber Awards is open to all Primary Members' affiliated local chambers of commerce and industry (town and city chambers).
2. Qualified to participate are those nominated and endorsed by a Primary Member who shall select the two best entries under each category from among the local nominees, and submit these selected entries to the CACCI Secretariat.
3. The timeframe of achievements shall cover the period from January 1, 2017 to December 31, 2017.
4. The entries must be documented with a summary of not more than 1,000 words about the achievement of the Local Chamber nominee during the period. It should briefly state what has been achieved under each of the criteria, what were the objectives, and how were these

objectives attained.

5. The Awards Committee shall be constituted from representatives of Primary Members who have not submitted any nominations and are willing to serve in the Committee. The Committee shall evaluate the nominations and make a short-list of the three best local chambers under each category. The short list shall, in turn, be passed on to the Board of Judges, composed of representatives of the Primary Members who are willing to serve as such, for final evaluation and judging.
6. The nominee must:
  - ❑ Agree to abide by the rules and regulations of the CACCI Awards Committee and the Board of Judges;
  - ❑ Be willing to give additional information required by the Committee and the Board of Judges;
  - ❑ Have its Chamber President or his representative available to make a presentation or for interview, if required; and receive the Award, if selected.

Final Selection and Judging Process:

7. The short-listed nominees shall be evaluated by the Board of Judges using a weighted grading system. The Board's evaluation shall be made based on the supporting documents submitted by the nominees and, if necessary, through interviews of the nominees.
8. The nominee in each category that receives the highest weighted grade shall be declared the winner for that category.
9. The decisions of the Board of Judges shall be final.

## **V. Tentative Schedules for the 8<sup>th</sup> Local Chamber Awards**

Oct. 27, 2017	Sending of first circular to the Primary Members announcing of the Launching of the Awards Program and seeking nominations
Nov. 30, 2017	Sending of second circular to the Primary Members on the 8 <sup>th</sup> CACCI Local Chamber Awards
Jan. 31, 2018	Sending of third circular to the Primary Members on the 8 <sup>th</sup> CACCI Local Chamber Awards
Mar. 31, 2018	Sending of four circular to the Primary Members on the 8 <sup>th</sup> CACCI Local Chamber Awards
May 31, 2018	Deadline of Submission of Nominations by Local Chambers to their Primary or National Chambers
Jun. 30, 2018	Deadline for Submission by Primary Members of their two best nominees under each category to the CACCI Secretariat
Jul. 15, 2018	Constitution of the Awards Committee
Aug. 15, 2018	Secretariat submits nominees from Primary Members to the Awards Committee for evaluation and grading.
Sept. 15, 2018	Selection of six short-listed nominees (three for each category) based on evaluation by the Awards Committee.
Sept. 22, 2018	Constitution of the Board of Judges
Oct. 15, 2018	Deadline for submission to the Board of Judges of the short-list together with supporting documents
Nov. 2018	Board of Judges meets in Istanbul, Turkey to Select Winners
Nov. 2018	Presentation of Awards (Gala Dinner of the 32 <sup>nd</sup> CACCI Conference)

## **VI. The Awards**

The winners of the 8<sup>th</sup> CACCI Local Chamber Awards under Category 1 and Category 2 shall each receive a trophy plus US\$2,000 cash.

In addition, the short-listed nominees shall be given a traveling allowance of not more than US\$500 each to enable them to undergo the final selection process, if necessary.



# NOMINATION FORM

## 8<sup>th</sup> CACCI LOCAL CHAMBER AWARDS

### Official Nomination and Entry Form

Nominee/Name of Local Chamber: \_\_\_\_\_

Nominated for which Category (Please check): Big \_\_\_\_\_ ; Small \_\_\_\_\_

Number of Membership: \_\_\_\_\_

Address: \_\_\_\_\_

President: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Fax Numbers \_\_\_\_\_

Based on the Criteria, make a short write-up giving the reasons for your nomination:  
*(Please use another sheet, if necessary)*

\_\_\_\_\_  
Name of Chamber President/Representative  
Duly Authorized by the Board

\_\_\_\_\_  
Signature/Date

Endorsed By:

\_\_\_\_\_  
Primary Member Chairman or President

\_\_\_\_\_  
Signature/Date

### AGREEMENT OF THE NOMINEE:

We hereby agree:

1. To abide by the rules and regulations of the CACCI Awards Committee.
2. To give additional information as may be required by the Committee.

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date



**CONFEDERATION OF ASIA-PACIFIC  
CHAMBERS OF COMMERCE AND INDUSTRY  
(CACCI)**



**THE 7<sup>th</sup> ASIA-PACIFIC  
YOUNG ENTREPRENEUR AWARD**

The Asia-Pacific Young Entrepreneur Award is a project of the Young Entrepreneurs Group of Asia Pacific (YEGAP) of the Confederation of Asia-Pacific Chambers of Commerce and Industry (CACCI).

The Award aims to recognize excellent young entrepreneurs in the Asia-Pacific rim who not only are successful in their business but also advocate corporate social responsibility for the good of their country. Conferred every two years by CACCI in conjunction with the CACCI Conference, the Award is open to male or female entrepreneurs below 45 years of age nominated by any CACCI Primary Member.

**SELECTION CRITERIA**

- Male or female
- Below 45 years of age
- Must be engaged in his/her country-based or international-based profit organization
- Must be actively involved in a business-related non-profit organization or in a CACCI Primary Member country's activities
- Must exercise excellence in entrepreneurial and business leadership
- Must be regarded in his or her country with integrity and known for practicing good business ethics

The winner of the Award shall also be selected on the basis of his/her outstanding achievements in the following areas:

1. **Business Acumen** (40%)

Consideration is given to the ability of the candidate to take advantage of business opportunities, solve problems, set corporate directions and effectively implement plans (which include major strategies and tactical moves) to achieve corporate targets and objectives. This also considers the overall impact on the performance of the company in terms of profitability.

2. **Involvement in Non-profit Business Organizations or Associations and/or Involvement in CACCI activities** (25%)

Consideration is given to concrete achievements in corporate social responsibility as a result of the candidate's involvement in business and civic organizations. Consideration is given to the candidate's expertise shared, programs initiated and implemented, and direct involvement in activities that benefit specific sectors and the country in general.

3. **Leadership Qualities** (20%)

Consideration is given to the ability of the candidate to steer his/her company and/or civic organization to a position of strength and stability. Quantitative and qualitative standards such as company performance for the last three years, corporate image/reputations, and awards and recognition earned by the company/organization under the candidate's leadership shall apply.

4. **Integrity** (15%)

Consideration is given to the candidate's background and character and how he/she is perceived by his/her peers and the community in his/her country.

**NOMINATION RULES**

1. The Asia-Pacific Young Entrepreneur Award is open to all Primary Members' affiliated local chambers of commerce and industry (town and city chambers).
2. Nominees qualified to participate are those nominated and endorsed by a Primary Member. Each Primary Member may submit at most **two** nominees from among the local entries, and submit the same to the CACCI Secretariat.
3. The timeframe of achievement shall cover the period from **January to December** of the year prior to the presentation of the Award.
4. The Primary Member must complete and sign the Official Nomination Form. The entries must be documented with an Executive Summary of not more than 800 words about the achievement of the young entrepreneur nominee. It shall briefly state what he/she has achieved based on the given set of criteria.

5. The entries must be supported with the required documents specified in the Official Nomination Form.

## **SELECTION PROCESS**

1. An Awards Committee shall be constituted by the CACCI Secretariat to evaluate the nominations. A **short-list of the five** most outstanding young entrepreneurs shall be made by the Awards Committee. The short list shall, in turn, be passed on to the Board of Judges, which is composed of representatives of the Primary Members who are willing to serve in the Board. The short-list must be received by the Board of Judges at least a month prior to the date of the final selection process.
2. The nominee must:
  - a. Agree to abide by the rules and regulations of the CACCI Awards Committee;
  - b. Be willing to give additional information required by the Committee; and
  - c. Be willing to personally appear before the Board of Judges to make a presentation or for interview, if required; and receive the Award, if selected.

## **JUDGING RULES AND MECHANICS**

1. Nominations together with the Executive Summary and support documents as stated in the Official Nomination Form must be received by the CACCI Secretariat by **June 30, 2018**, and delivered to the Awards Committee by **August 15, 2018**.
2. Five (5) members (with no two representing the same CACCI member country) shall compose the Board of Judges. All five (5) judges or their duly authorized representative must be present during the Final Judging Session in **November 2018**.
3. The short-listed nominees shall be evaluated by the Board of Judges using a weighted grading system. The Board's evaluation shall be made based on the supporting documents submitted by the nominees and, if necessary, through interviews of the nominees.
4. The winner shall be decided on the basis of the weighted grade. The nominee who receives the highest weighted grade based on the agreed criteria shall be declared the winner.
5. The Board of Judges' decision shall be final.



## **TENTATIVE SCHEDULES FOR THE 7<sup>th</sup> ASIA-PACIFIC YOUNG ENTREPRENEUR AWARD**

Oct. 27, 2017	First circular announcing the launching of the 7 <sup>th</sup> Asia-Pacific Young Entrepreneur Award and seeking nominations to be sent to Primary Members
Nov. 30, 2017	Second circular on the Award Program to be sent to Primary Members
Jan. 31, 2018	Third circular on the Award Program to be sent to Primary Members
Mar. 31, 2018	Fourth circular on the Award Program to be sent to Primary Members
May 31, 2018	Deadline of Submission of Nominations by Local Chambers to their Primary or National Chambers
June 30, 2018	Deadline for Submission by Primary Members of their two best nominees to the CACCI Secretariat
Jul. 15, 2018	Constitution of the Awards Committee
Aug. 15, 2018	Secretariat submits nominees from Primary Members to the Awards Committee for evaluation and grading.
Sept. 15, 2018	Selection of five short-listed nominees based on evaluation by the Awards Committee.
Sept. 22, 2018	Constitution of the Board of Judges
Oct. 15, 2018	Deadline for submission to the Board of Judges of the short-list together with supporting documents
Nov. 2018	Board of Judges meets in Istanbul to Select Winner
Nov. 2018	Presentation of Award to the Winner (Gala Dinner of 32 <sup>nd</sup> CACCI Conference)

### **THE AWARDS**

1. The Asia-Pacific Young Entrepreneur Award shall be given to the most outstanding young entrepreneur of the region who shall receive a plaque or trophy plus US\$2,000 cash.
2. In addition, each of the short-listed nominees shall be provided traveling allowance of not more than US\$500 to enable him/her to undergo the final selection process to be held a day before the CACCI Conference.



**OFFICIAL NOMINATION FORM  
THE 7<sup>th</sup> ASIA-PACIFIC  
YOUNG ENTREPRENEUR AWARD**

Name of Nominee: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

1. On a separate sheet, please make a short write-up giving the reasons for your nomination, based on the given set of criteria.
2. Please attach the following support documents:
  - Comprehensive Resume of the nominee
  - Business and/or Corporate Profile of the nominee
  - Proof of membership in non-profit business-related organizations and/or associations of the nominee
  - Brief description of Corporate Social Responsibility projects of the nominee

\_\_\_\_\_  
Name and signature of Nominating Chamber President or  
Representative Duly Authorized by the Board

\_\_\_\_\_  
Date

Endorsed By:

\_\_\_\_\_  
Name and Signature of Primary Member Chairman or President

\_\_\_\_\_  
Date

AGREEMENT OF THE NOMINEE:

I hereby agree:

1. To abide by the rules and regulations of the CACCI Awards Committee.
2. To give additional information as may be required by the Committee.

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date



# CONFEDERATION OF ASIA-PACIFIC CHAMBERS OF COMMERCE AND INDUSTRY



## THE 2<sup>nd</sup> ASIA-PACIFIC WOMEN ENTREPRENEUR AWARD

The Asia-Pacific Women Entrepreneur Award is a project of the CACCI Women Entrepreneur Council (CWEC) under the Confederation of Asia-Pacific Chambers of Commerce and Industry.

The Award aims to recognize excellent women entrepreneurs in the Asia-Pacific region who not only are successful in their business but also advocate corporate social responsibility for the good of their country. Conferred every two years by CACCI in conjunction with the CACCI Conference, the Award is open to women entrepreneurs nominated by any CACCI Primary Member.

### SELECTION CRITERIA

- Must be engaged in her country-based or international-based profit organization that has been in existence for at least five years and actively involved in the global market
- Must be actively involved in a business-related non-profit organization or in a CACCI Primary Member country's activities
- Must exercise excellence in entrepreneurial and business leadership
- Must be regarded in her country with integrity and known for practicing good business ethics

The winner of the Award shall also be selected on the basis of her outstanding achievements in the following areas:

#### 1. **Business Acumen** (40%)

Consideration is given to the ability of the candidate to take advantage of business opportunities, solve problems, set corporate directions and effectively implement plans (which include major strategies and tactical moves) to achieve corporate targets and objectives. This also considers the overall impact on the performance of the company in terms of profitability.

2. **Involvement in Non-profit Business Organizations or Associations and/or Involvement in CACCI activities (25%)**

Consideration is given to concrete achievements in corporate social responsibility as a result of the candidate's involvement in business and civic organizations. Consideration is given to the candidate's expertise shared through mentorship especially of other women entrepreneurs, programs initiated and implemented, and direct involvement in activities – including those of CACCI and other business organizations - that benefit specific sectors and the country in general.

3. **Leadership Qualities (20%)**

Consideration is given to the ability of the candidate to steer her company and/or civic organization to a position of strength and stability. Quantitative and qualitative standards such as company performance for the last three years, corporate image/reputations, and awards and recognition earned by the company/organization under the candidate's leadership shall apply.

4. **Integrity (15%)**

Consideration is given to the candidate's background and character and how she is perceived by her peers and the community in her country; she must exhibit a commitment to honesty, fairness, objectivity and responsibility; and her company must be run ethically that express shared global concerns, values and standards.

**NOMINATION RULES**

1. The Asia-Pacific Women Entrepreneur Award is open to all Primary Members' affiliated local chambers of commerce and industry (town and city chambers).
2. Nominees qualified to participate are those nominated and endorsed by a Primary Member. Each Primary Member may submit at most **five** nominees from among the local entries, and submit the same to the CACCI Secretariat.
3. The timeframe of achievement shall cover the period from **January to December** of the year prior to the presentation of the Award.
4. The Primary Member must complete and sign the Official Nomination Form. The entries must be documented with an Executive Summary of not more than 800 words about the achievement of the woman entrepreneur nominee. It shall briefly state what she has achieved based on the given set of criteria.
5. The entries must be supported with the required documents specified in the Official Nomination Form.

## SELECTION PROCESS

1. An Awards Committee shall be constituted by the CACCI Secretariat to evaluate the nominations. A **short-list of the five** most outstanding women entrepreneurs shall be made by the Awards Committee. The short list shall, in turn, be passed on to the Board of Judges, which is composed of representatives of the Primary Members who are willing to serve in the Board. The short-list must be received by the Board of Judges at least a month prior to the date of the final selection process.
2. The nominee must:
  - a. Agree to abide by the rules and regulations of the CACCI Awards Committee;
  - b. Be willing to give additional information required by the Committee; and
  - c. Be willing to personally appear before the Board of Judges to make a presentation or for interview, if required; and receive the Award, if selected.

## JUDGING RULES AND MECHANICS

1. Nominations together with the Executive Summary and support documents as stated in the Official Nomination Form must be received by the CACCI Secretariat by **June 30, 2018**, and delivered to the Awards Committee by **August 15, 2018**.
2. Five (5) members (with no two representing the same CACCI member country) shall compose the Board of Judges. All five (5) judges or their duly authorized representative must be present during the Final Judging Session in **November 2018**.
3. The short-listed nominees shall be evaluated by the Board of Judges using a weighted grading system. The Board's evaluation shall be made based on the supporting documents submitted by the nominees and, if necessary, through interviews of the nominees.
4. The winner shall be decided on the basis of the weighted grade. The nominee who receives the highest weighted grade based on the agreed criteria shall be declared the winner.
5. The Board of Judges' decision shall be final.

## **TENTATIVE SCHEDULES FOR THE 2<sup>nd</sup> ASIA-PACIFIC WOMEN ENTREPRENEUR AWARD**

Oct. 27, 2017	First circular announcing the launching of the 2 <sup>nd</sup> Asia-Pacific Women Entrepreneur Award and seeking nominations to be sent to Primary Members
Nov. 30, 2017	Second circular on the Award Program to be sent to Primary Members
Jan. 31, 2018	Third circular on the Award Program to be sent to Primary Members
Mar. 31, 2018	Fourth circular on the Award Program to be sent to Primary Members
May 31, 2018	Deadline of Submission of Nominations by Local Chambers to their Primary or National Chambers
June 30, 2018	Deadline for Submission by Primary Members of their (at most) five best nominees to the CACCI Secretariat
Jul. 15, 2018	Constitution of the Awards Committee
Aug 15, 2018	Secretariat submits nominees from Primary Members to the Awards Committee for evaluation and grading.
Sept 15, 2018	Selection of five short-listed nominees based on evaluation by the Awards Committee.
Sept. 22, 2018	Constitution of the Board of Judges
Oct. 15, 2018	Deadline for submission to the Board of Judges of the short-list together with supporting documents
Nov. 2018	Board of Judges meets in Istanbul to Select Winner
Nov. 2018	Presentation of Award to the Winner (Gala Dinner of 32 <sup>nd</sup> CACCI Conference)

### **THE AWARD**

1. The Asia-Pacific Women Entrepreneur Award shall be given to the most outstanding women entrepreneur of the region who shall receive a plaque or trophy plus US\$2,000 cash.
2. In addition, each of the short-listed nominees shall be provided traveling allowance of not more than US\$500 to enable her to undergo the final selection process to be held a day before the CACCI Conference.



**OFFICIAL NOMINATION FORM  
THE 2<sup>nd</sup> ASIA-PACIFIC  
WOMEN ENTREPRENEUR AWARD**

Name of Nominee: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

1. On a separate sheet, please make a short write-up giving the reasons for your nomination, based on the given set of criteria.
2. Please attach the following support documents:
  - Comprehensive Resume of the nominee
  - Business and/or Corporate Profile of the nominee
  - Proof of membership in non-profit business-related organizations and/or associations of the nominee
  - Brief description of Corporate Social Responsibility projects of the nominee

\_\_\_\_\_  
Name and signature of Nominating Chamber President or  
Representative Duly Authorized by the Board

\_\_\_\_\_  
Date

Endorsed By:

\_\_\_\_\_  
Name and Signature of Primary Member Chairman or President

\_\_\_\_\_  
Date

AGREEMENT OF THE NOMINEE:  
\_\_\_\_\_

I hereby agree:

1. To abide by the rules and regulations of the CACCI Awards Committee.
2. To give additional information as may be required by the Committee.

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date