



# Young Professionals Award

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## Business Plan

### FIDIC YPF Steering Committee

(Third Edition)

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**Prepared By:** FIDIC YPFSC / YP Award Sub-Committee



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## 1. Background

The FIDIC Young Professionals Forum is a group of Young Professionals of the International Federation of Consulting Engineers (FIDIC). It was formed with the intention of providing Young Professionals (YPs) with an opportunity to participate in FIDIC with their peers and to develop the next generation leaders of FIDIC and consulting engineering industry.

As a leadership committee, the Young Professionals Forum Steering Committee (YPFSC) was formed to develop communication and networking opportunities for all Young Professionals involved in the FIDIC community. It is run by a committee of Young Professional volunteers.

Through its core activities, the YPFSC helps develop and promote YPs through communication activities (including newsletters, webinars, conferences, regional YPs groups and social media such as Facebook and LinkedIn accounts) and networking opportunities.

To further support, acknowledge and promote the efforts of Young Professionals in the industry, the FIDIC YPFSC established YP Award in 2015. The award will highlight the remarkable achievements of Young Professionals across the world and encourage further participation of YPs within FIDIC.

## 2. Purpose

The purpose of the YP Award is to acknowledge and promote the remarkable achievements of YPs to the consultancy engineering industry worldwide, and encourage effective participation of YPs in FIDIC. The award is expected to provide the following benefits:

- YPs become more active and understand their responsibility for the future of the industry.
- Member Associations (MAs) and Member Firms become more aware and positive of YP activities with special focus on related FIDIC activities.
- Showcase best practices to others YPs, MAs, Member firms.
- Show the pivotal role of FIDIC in empowering YPs all over the world.



### 3. Eligibility

In order to be eligible for the YP Award, the candidate shall meet the following criteria:

- Candidate shall work for a company which belongs to a FIDIC Member Association, and
- Candidate shall be 40 years of age or younger (born on or after January 1, this year).

### 4. Evaluation Criteria

The Award Jury, composed of members of FIDIC Executive Committee, Past Presidents, and learned individuals, evaluates applications based on the following criteria:

- Contributions to Consulting Engineering Industry (15%)
- Contribution to Consulting Engineering Associations (10%)
- Technical Achievements (25%)
- Leadership Achievements (40 %)
- Social and Community Contributions (10 %)

### 5. Application Method

#### 5.1. Submission Procedures

- The applicants shall complete the entry form (see attachment 1) and submit it with required documents specified hereinafter to their respective MA.
- All materials are requested to be written in English.
- MA shall review all applications and select one (1) candidate for consideration.
- MAs shall send the entry to the FIDIC Secretariat by electronic means to the following address:

**[ypf@fidic.org](mailto:ypf@fidic.org)**

- FIDIC Secretariat shall send a return receipt by email to the MA.



## 5.2. Required Documents:

- Entry Form Attachment 1
- Nomination letter (explaining project/activity of candidate) max. 1 page
- Letter of support from employer max. 1 page
- Curriculum Vitae max. 2 pages
- Two (2) Client testimonials max. 1 page each

## 5.3. Deadlines:

- Submission of application document to MA (see Attachment 2)
- Selection of an applicant and submission to FIDIC by MA (see Attachment 2)

## 6. Jury

### 6.1. Scope of Jury

In order to provide a transparent and consistent YP Award evaluation process, the YP Award Jury (the Jury) will be responsible for the following:

- 1) Evaluation of application documents for selection of the Winner(s) and the Special Recognition(s), if any.
- 2) Reporting of evaluation procedure and result to FIDIC EC for its ratification.
- 3) Submission of an evaluation report for EC's consent.
- 4) Inform FIDIC EC and YPFSC of the short listed YP Award candidates (maximum 10 candidates) for publication on FIDIC website sufficiently in advance of the FIDIC annual conference.
- 5) Assisting FIDIC EC with the announcement of the YP Award.
- 6) Provide feedback on the YP Award process and suggest improvements to the process.



## 6.2. Formation

FIDIC Executive Committee (EC) shall form the Jury.

The Jury should include at least one existing or past FIDIC executive and at least one past chairperson of the YPFSC. Other Jury members can be well respected members of the international consulting industry.

The number of Jury members should be sufficient for thorough review of all applications, but shall not be less than 3 people.

## 6.3. Report

Minimum contents of report are as follows:

### 1) Evaluation Report

- Member list of the Jury
- List of applicants (applicant's name, MA name)
- Score list
- Application documents

*“Score list” and “application documents” are open to EC and Jury only due to personal information protection.*

### 2) Short List report

- Name of foreman of Jury
- Number of applicants
- List of short listed candidates

*Short list report will be open to public before FIDIC Annual Conference.*



## 7. YP Award Task Force within YPF Steering Committee

### 7.1. Scope of YP Award Task Force

The YP Award Task Force is formed within YPFSC and is in charge of YP Award planning and promotion in cooperation with all YPFSC. The scope of the Task Force shall be as follow:

- 1) To review the YP Award Business Plan on an annual basis and propose it to YPFSC
- 2) To prepare promotional material and promote YP Award in association with the Social Media committee.
- 3) To request Social Media committee to update the FIDIC website as it relates to the YP Award.
- 4) To request YPFSC Chair for arrangement of meetings with the Jury and EC for receiving their feedback.
- 5) To monitor activities of other relevant organizations and report to YPF Chair when necessary.

## 8. Key Events and Schedule

Key Events and the responsible organizations are as shown below. The detailed schedule for each event is provided in Attachment 2-1:

- |   |                     |
|---|---------------------|
| 1) Review of YP Award Business Plan                               | :YPFSC              |
| 2) Acceptance of YP Award Business Plan (for major modifications) | :FIDIC EC           |
| 3) Preparation of promotion material                              | :YPFSC              |
| 4) Promotion of YP Award  | :YPFSC / FIDIC      |
| 5) Submission of application document to MA                       | :Applicants         |
| 6) Selection of an applicant and submission to FIDIC by MA        | :Member Association |
| 7) Formation of the YP Award Jury                                 | :FIDIC EC           |
| 8) Selection of the YP Award Winner and report to FIDIC EC        | :Jury               |



- |   |                   |
|---|-------------------|
| 9) Short list announcement on FIDIC Web | : YPFSC           |
| 10) Ratification of the Award Winner    | : FIDIC EC        |
| 11) Award announcement                  | : FIDIC EC / Jury |

## 9. Publicity

1) YP Award shall be announced to the public with the following contents:

- Promotion materials
- Instruction to Applicants
- Short List Report (after receiving the report from Jury)
- Final result

2) Major media to be used for the announcement are as follows:

- FIDIC websites
- Member Association websites
- Social Media (Facebook, LinkedIn)
- Newsletter
- FIDIC and Member Association meetings
- Webinar sessions

## 10. Award

The selected award recipient will be presented with their award at the annual conference.

FIDIC will provide the Winner with a complementary conference registration and attendance to the Gala Dinner in the following year. (Transportation and accommodation are excluded.)





ATTACHMENT 1

**FIDIC**  
**YOUNG PROFESSIONAL AWARD**  
**ENTRY FORM**

**Personal Details**

Full name: \_\_\_\_\_

Nationality: \_\_\_\_\_

Birthday: \_\_\_\_\_

Age (as of 1/1/2017): \_\_\_\_\_

Company: \_\_\_\_\_

Location: \_\_\_\_\_

Member Association: \_\_\_\_\_

**Contact details**

E-mail address: \_\_\_\_\_

Office phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_



ATTACHMENT 2

**FIDIC  
YOUNG PROFESSIONAL AWARD  
DEADLINES**

- |  |                                    |
|--|------------------------------------|
| 1) Submission of application document to MA                | by May 1, 2017                     |
| 2) Selection of an applicant and submission to FIDIC by MA | by June 15, 2017                   |
| 3) Short list announcement on FIDIC Web                    | by August 3, 2017                  |
| 4) Award announcement                                      | at FIDIC Annual<br>Conference 2017 |

**NOTE: Above deadlines are subject to be revised. All applicants are recommended to confirm the latest deadlines on relevant FIDIC website**

Item	In charge	2017								
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Submission of application documents to MA	Applicant					1				
Selection of an applicant and submission to FIDIC by MA	MA					15				
Short list announcement on FIDIC web	YPFSC								3	
Award announcement	FIDIC EC / Jury									FIDIC Conference

**Abbreviations:**      **Jury:** YP Award Jury      **EC:** Executive Committee      **MA:** Member Association



## ATTACHMENT 2-1

# FIDIC YOUNG PROFESSIONAL AWARD KEY EVENTS AND SCHEDULES

### Key Events

- |  |                     |
|--|---------------------|
| 1) Review of YP Award Business Plan                        | :YPFSC              |
| 2) Acceptance on YP Award Business Plan                    | :FIDIC EC           |
| 3) Preparation of promotion material                       | :YPFSC              |
| 4) Promotion of YP Award                                   | :YPFSC / FIDIC      |
| 5) Submission of application document to MA                | :Applicants         |
| 6) Selection of an applicant and submission to FIDIC by MA | :Member Association |
| 7) Formation of the YP Award Jury                          | :FIDIC EC           |
| 8) Selection of the YP Award Winner and report to FIDIC EC | :Jury               |
| 9) Short list announcement on FIDIC Web                    | :Jury               |
| 10) Rectification of the Award Winner                      | :FIDIC EC           |
| 11) Award announcement                                     | :FIDIC EC / Jury    |



## Schedule

Item	In Charge	2016						2017										
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Review of YP Award Business Plan	YPFSC				17													
Acceptance on YP Award Business Plan	FIDIC EC				7													
Preparation of promotion material	YPFSC				7													
Promotion of YP Award	YPFSC/FIDIC											15						
Submission of application documents to MA	Applicant												1					
Selection of applicant and submission to FIDIC by MA	MA													15				
Formation of the YP Award Jury	FIDIC EC												31					
Selection of the Award Winner and report to FIDIC EC	Jury													30				
Short list announcement on FIDIC web	YPFSC																3	
Ratification of the Award Winner	FIDIC EC																21	
Award announcement	FIDIC EC /Jury																	FIDIC Conf.

**Abbreviations:** YPFSC: Young Professionals Forum Steering Committee    Jury: YP Award Jury    EC: Executive Committee    MA: Member Association



ATTACHMENT 3

**FIDIC**  
**YOUNG PROFESSIONAL AWARD**  
**EVALUATION FORM**

**Jury Name:** \_\_\_\_\_

**Position in FIDIC:** \_\_\_\_\_

1. Candidate Name \_\_\_\_\_

2. Employee of Member Firm ( Pass / Fail )

3. Below 40 Years Age ( Pass / Fail )

4. Contribution to Consulting Engineering Industry

*Score (from 1 to 10):* \_\_\_\_\_ x 1.5 = \_\_\_\_\_

5. Contribution to Consulting Engineering Associations

*Score (from 1 to 10):* \_\_\_\_\_ x 1.0 = \_\_\_\_\_

6. Technical Achievements

*Score (from 1 to 10):* \_\_\_\_\_ x 5.0 = \_\_\_\_\_

7. Leadership Achievements

*Score (from 1 to 10):* \_\_\_\_\_ x 1.5 = \_\_\_\_\_

8. Social and Community Contributions

*Score (from 1 to 10):* \_\_\_\_\_ x 1.0 = \_\_\_\_\_

**TOTAL SCORE** \_\_\_\_\_ /100



ATTACHMENT 4

**FIDIC  
YOUNG PROFESSIONAL AWARD  
INSTRUCTION TO APPLICANTS**