



The **9<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 34<sup>th</sup> CACCI Conference to be held in late 2020.

## **I. Objectives**

The 9<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 (25%), 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 (25%).
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 (25%).
  - 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 (25%).

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, 2019 to December 31, 2019.
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 9<sup>th</sup> Local Chamber Awards**

Jan. 6, 2020	Sending of first circular to the Primary Members announcing of the Launching of the Awards Program and seeking nominations
Feb. 6, 2020	Sending of second circular to the Primary Members on the 9 <sup>th</sup> CACCI Local Chamber Awards
Mar. 6, 2020	Sending of third circular to the Primary Members on the 8 <sup>th</sup> CACCI Local Chamber Awards
Mar. 16, 2020	Sending of fourth circular to the Primary Members on the 8 <sup>th</sup> CACCI Local Chamber Awards
Mar. 31, 2020	Deadline of Submission of Nominations by Local Chambers to their Primary or National Chambers
Apr. 30, 2020	Deadline for Submission by Primary Members of their two best nominees under each category to the CACCI Secretariat
May 15, 2020	Constitution of the Awards Committee
Jun. 15, 2020	Secretariat submits nominees from Primary Members to the Awards Committee for evaluation and grading.
Jul. 15, 2020	Selection of six short-listed nominees (three for each category) based on evaluation by the Awards Committee.
Jul. 22, 2020	Constitution of the Board of Judges
Aug. 14, 2020	Deadline for submission to the Board of Judges of the short-list together with supporting documents
Sept. 2020	Board of Judges meets in 34 <sup>th</sup> CACCI Conference to Select Winners
Sept. 2020	Presentation of Awards (Gala Dinner of the 34 <sup>th</sup> CACCI Conference)

## **VI. The Awards**

The winners of the 9<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, to be held during the 34<sup>th</sup> CACCI Conference.



# NOMINATION FORM

## 9<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