

GDA

Excellence

Awards 2023

GDA Excellence Award

Objectives



To Recognise and Promote the best Knowledge Sharing efforts in the Spirit of mutual Collaboration and Contributions:

- ☐ **Ignite the Passion of Knowledge Sharing among Downstream Players**
- ☐ **Help Downstream Industry to Sustain & Grow despite many challenges**
- ☐ **Assist in building a rich Repository of valuable Knowledge**

GDA Excellence Award

Scope



Team Excellence Award

- Best Performing Technical Committee

People Excellence Awards

- Best Performing Subject Matter Expert (SME)
- Best Performing Member's Single Point of Contact (SPOC)

Best Performing Technical Committee

No.	Criteria	Score
1	Planning (Weight 20%)	
	1.1 <u>Annual Meeting Calendar issued to GDA</u>	10
	1.2 <u>Each Meeting Agenda issued:</u>	
	1.2.1 1 week or more in advance	5
	1.2.2 < 1 week before the meeting	2
2	Engagement (Weight 40%)	
	2.1 <u>No. of Meetings held</u>	
	2.1.1 Each virtual meeting	4
	2.1.2 Each in-person meeting	10
	2.2 <u>Attendance per meeting</u>	
	2.2.1 100%	10
	2.2.2 80%	8
	2.2.3 60%	6
	2.2.4 < 60%	0
	2.3 <u>Each Meeting Minutes Issued</u>	
	2.3.1 Within 1 week after the meeting	5
	2.3.2 Beyond 1 week after the meeting	2
	2.4 <u>Annual Meet attended – Each Member</u>	5

Best Performing Technical Committee

No.	Criteria	Score
3	Knowledge Sharing (Weight 40%)	
	3.1 <u>Issued through Knowledge Hub</u>	
	3.1.1 Each Article/White Paper/Best Practice/Presentation developed for GDA	5
	3.1.2 Each Article/White Paper/Best Practice/Presentation re-published	3
	3.1.3 Each Case study (Template on Knowledge Hub)	10
	3.1.4 Each Lesson learned (Template on Knowledge Hub)	5
	3.1.5 Each Success story of benefiting from GDA (Template on website “Downloads”)	10
	3.2 <u>Outside Knowledge Hub</u>	
	3.2.1 Each Complete cycle of query & responses as reported to GDA via email	5
	3.2.2 Each webinar / presentation made	10
	3.3 Each joint meeting held with other Technical Committees to discuss common challenges and solutions	10
	3.4 Each contribution to Quarterly Newsletter (GDA Flash)	10

Best Performing SME

No.	Criteria	Score
1	Engagement (50% Weight)	
1.1	<u>No. of Meetings attended</u>	
1.1.1	Each virtual meeting	2
1.1.2	Each in-person meeting	5
1.2	<u>Attending Annual Meeting</u>	5
2	Knowledge Sharing (50% Weight)	
2.1	<u>Issued through Knowledge Hub (individual contribution)</u>	
2.1.1	Article/White Paper/Best Practice/Presentation developed for GDA	5
2.1.2	Case study	10
2.1.3	Lesson learned	5
2.1.4	Success story of benefiting from GDA	10
2.1.5	Post a new topic under Discussion Board	4
2.1.6	Respond to a published topic under Discussion Board	2
2.1.7	Post a new question under “Ask the Expert”	2
2.1.8	Respond to a published question under “Ask the Expert”	4
2.1.9	Submit an original Bite Size Demonstration Video (Maximum 5 minutes)	10
2.2	Facilitate a potential new member to join GDA based on email/meeting	10
2.3	Each Contribution to GDA Flash (Quarterly Newsletter)	10

Best Performing SPOC

No.	Criteria	Score
1*	Each internal group meeting with own SMEs to share company challenges and follow their engagements and benefits from GDA (based on Minutes of such a meeting issued to GDA).	10
2*	Each Technical Committee meeting attended as observer: a) Virtual meeting b) In-person meeting	5 10
3*	Each timely (within 1 week) replacement of suitable SME	5
4	Each GDA Awareness activity conducted within own organisation to promote GDA benefits (based on issued report or evidence to GDA).	10
5	Each meeting with other SPOCs to discuss common challenges (based on minutes of such a meeting issued to GDA)	5
6	Facilitate a potential new member to join GDA based on email/meeting	10
7	Each contribution to the GDA Flash (Quarterly Newsletter)	10
8	Attending Annual Meeting	5

* Applicable to those SPOCs who nominated SMEs to GDA TCs

Award Timeline

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START : **APRIL 2023**

END: **SEPTEMBER 2023**

PRESENTATION: **DURING ANNUAL MEET 2023 (Tentative
October 2023)**

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Thank You!

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