

# **SADC ANNUAL QUALITY AWARDS**



# **AWARDS GUIDELINES FOR THE REGIONAL COMPETITION**

**SADC QUALITY AWARDS: AWARDS PROCEDURE FOR THE REGIONAL COMPETITION**

1. The entries to the regional competition are the winners of the national competitions in each category.
2. All the entries for the regional competition should be submitted by the 1<sup>st</sup> January of the following calendar year in order for the competition to be awarded in March of that year at the SQAM annual meeting. The period for which the competition must run at national level shall be between April and November.
3. A regional panel of 5 persons shall be nominated by SQAMEG to form the adjudication team. The members of the adjudication team will be nominated based on criteria drawn by SQAMEG. All efforts shall be made to ensure that there is no conflict of interest with any of the judges. The judges shall be expected to exercise this duty for no reward but their travel and accommodation expenses to Gaborone will be met. The SADC Secretariat shall serve as the Secretariat of the adjudication panel.
4. A criteria and scoring system will be used to award points to entrants. This criteria and scoring system to be used in the competition shall be developed by SQAMEG in conjunction with SADC Secretariat. It is recommended that member states also use the same criteria for the competition at national level.
5. The panel of judges shall review all entries at the SADC Secretariat during the month of January, and recommend a single winner for each category by the end of the adjudication process.
6. A Member State can win a maximum of only two awards at a time. It is noted that not all categories of the competition may have entrants each year. The judges have the prerogative to suspend competition in a given category if the application of the entrants for that category does not meet the specified criteria.

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7. The SADC Secretariat shall communicate the results of the competition to SQAMEG for noting at the next meeting of SQAMEG coming before the Annual SADC SQAM meeting for that year. SQAMEG shall authorize the release of the results to the winners in collaboration with the government of the winning organization, with an invitation to attend the next Annual meeting to receive their prize. Organizations in both the second and third position are also to be invited to the award ceremony; however effort must be made to have the winner attend the ceremony.
  
8. The prize shall be a trophy accompanied by a certificate for each category. The trophy shall be engraved the name of the winner.
  
9. The competition shall be conducted with all credibility and integrity. The highest level of privacy and confidentiality shall be observed in conducting the competition and concerning the winners before they are officially announced.
  
10. The SADC Secretariat shall produce a press release about the competition and the winners and circulate it widely among the media in all SADC countries.