



promoting the power  
of facilitation worldwide

# Governance policy

## Facilitation Impact Awards

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Contact If you have any questions about this document or the awards,  
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# Purpose of the awards

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The purpose of the International Association of Facilitators (IAF) Facilitation Impact Awards (FIA) is to:

- promote the positive impact of professional facilitation in helping organisations to address challenges and achieve results
- reward the use of facilitation within organisations, communities and society in general
- recognise excellence in facilitation practices
- provide evidence of the power of facilitation
- acknowledge outstanding contributions by IAF members and other facilitators
- promote the IAF, IAF membership and IAF conferences as vehicles for advancing the profession of facilitation.

## Guiding principles

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### Non-competitive and inclusive

In keeping with the spirit of the IAF, the Facilitation Impact Awards is a non-competitive, inclusive awards programme designed to highlight how organisations have successfully used facilitation to bring about positive and sustainable change.

An award will be given to every eligible submission that achieves a given threshold of points. The awards are not a competition, but instead a recognition of the positive impact of professional facilitation.

### Multi-level

Awards are given at a platinum, gold or silver level based on points achieved. The multiple award levels recognise that facilitation can have a powerful impact even when circumstances and outcomes are not perfect and, at the same time, sets a standard towards which organisations and facilitators should strive.

### Awareness vehicle

As our primary purpose is to promote the positive impact of facilitation, it is essential to focus as much energy on publicising awards—and encouraging awardees to publicise their award—as it is to focus on evaluating submissions fairly and consistently and holding quality award ceremonies.

### Impact focused

Likewise, as our primary purpose is to promote the positive impact of facilitation, the highest weighting is given to the organisation impact evaluation criteria.

### Organisation awards and facilitator recognition

Awards are given to the organisation as well as facilitators supporting the organisation. Highlighting organisations increases the visibility of the types of organisations benefiting

from facilitation and emphasises the importance of the organisation's role in the impactful use of facilitation.

## Conference catalyst

Though not a key purpose, one of the benefits of the awards is to increase awareness of and attendance at IAF conferences by having award presentations at conferences wherever possible.

## Roles and responsibilities

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### Board Liaison

A member of the IAF global Board of Directors appointed by the Board. Responsible for:

- obtaining Board approval for the project budget
- appointing the Project Leader
- overseeing the project to ensure it is aligned with the Association's direction and values
- approving changes to award rules and criteria or, if appropriate, referring these to the Board for approval
- working with the Board or individual Directors as required to resolve issues that may impact the delivery of the project on time and within budget or the Association's reputation.

The Board Liaison has ultimate veto authority if he or she believes any intended action is not aligned with the Association's direction or values.

### Project Leader

A member of the Association appointed by the Board Liaison. The Project Leader's term expires when he or she resigns in writing from the role or the Board Liaison advises the Project Leader in writing that their appointment has ceased.

Responsible for:

- recruiting members of the Association to join the FIA project team or become volunteer evaluators
- establishing key milestones and performance targets for the project in collaboration with the Board Liaison
- leading and managing the project to deliver the project on time, within budget and in accordance with IAF policies
- keeping the Board Liaison informed of progress against milestones and any risks or issues that may adversely impact the Association's reputation
- submitting a FIA Report to the Board within 100 days of any awards being announced
- ensuring appropriate records are stored in an IAF controlled record keeping system.

Subject to the policies set out in this document, the Project Leader has the full authority of the Board to lead and manage the project.

## Evaluators

Members of the Association who volunteer to evaluate submissions. To be eligible to be an evaluator the person must:

- be a financial member of the Association
- complete a practice evaluation and evaluator training session
- complete a declaration.

## Regional Directors

Responsible for:

- helping the Project Leader to attract submissions, recruit evaluators and translators and publicise awards
- working with the Project Leader to develop an award distribution plan
- working with conference organising committees and chapter leads to organise and host award ceremonies and confirming a single point of contact for communicating with awardees to confirm arrangements for award ceremonies
- presenting awards at award ceremonies wherever possible or confirming alternative arrangements with awardees to distribute awards.

## Probity

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If a person considers someone has breached the probity requirements set out below, he or she should contact the Project Leader or Board Liaison to have the matter resolved in accordance with the Association's policy on code of ethics violations.

## Transparency and fairness

The award rules, criteria and scoring framework must be publicly available from the time nominations open until 60 days after awards have been announced.

Evaluators must undertake to assess submissions fairly and consistently in accordance with the award criteria and scoring framework.

## Confidentiality

Project team members must not disclose any information in a submission other than that which is made publicly available via IAF communication channels with the permission of nominees.

Evaluators must not:

- discuss submissions or evaluation scores with anyone other than:
  - another evaluator
  - a member of the project team
- retain any submissions or evaluation scores for longer than 60 days after the awards are announced.

The Project Leader must ensure that all information in a submission that has been identified by the nominee as confidential information is:

- clearly identified in the submission as confidential information
- not included in any IAF material associated with announcing the awards.

## Conflict of interest

### Submissions and nominations

A project team member:

- must not prepare or make a submission
- must not provide any assistance to a person making a submission other than providing information about the awards through formal IAF channels such as publicly available webinars held for people interested in making submissions
- is not eligible to receive an award.

An evaluator may prepare and make submissions, providing he or she is nominated in the submission, and may receive an award.

### Evaluations

An evaluator:

- must not evaluate a submission if he or she is nominated in the submission or associated in any way with the project covered in the submission
- must not evaluate a submission if he or she has a conflict of interest
- must declare any potential or real conflict of interest to the Project Leader when it arises.

Examples of when an evaluator would have a conflict of interest include submissions involving:

- an organisation or sponsor the evaluator has worked with as an employee or consultant
- a facilitator the evaluator has worked with
- any person the evaluator has a close personal or business relationship with
- any person the evaluator has a strong emotional reaction to—whether positive or negative—that may cloud his or her ability to objectively evaluate the submission
- a facilitator or organisation that is, or others could reasonably perceive to be, a close competitor of the evaluator.

## Declarations

Project team members, evaluators and any other person with access to the Basecamp tool used to manage the awards must complete a declaration to indicate their agreement to abide by this policy.

# Issues resolution

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## Wide spread in evaluation scores

If the evaluation process results in a submission receiving less than the threshold number of points to achieve an award and, the spread of individual evaluator scores is equal to or greater than 15 points, the Project Leader may refer the submission to a review panel to evaluate the submission.

The review panel will consist of:

- the Board Liaison
- the Project Leader
- an IAF member selected by the Board Liaison.

If any of the above people evaluated the submission in the first instance, the Board Liaison must select an alternate panel member to replace that person.

## Project team members and evaluators

If a team member or volunteer evaluator has any concerns regarding the project, he or she should raise the matter with the Project Leader. If the matter cannot be resolved within 7 days, the Project Leader is responsible for escalating the issue to the Board Liaison for resolution.

## Board members

If a Board member has any concerns regarding the project, he or she should raise the matter with the Board Liaison. If the matter cannot be resolved within 7 days, the Board Liaison is responsible for escalating the issue to the IAF Chair for resolution.

## Other stakeholders

If any other stakeholder—for example, an IAF member, unsuccessful nominee or other association we have contacted to promote the awards—has any concerns or issues regarding the project, he or she should contact the Project Leader outlining their concerns and any proposed resolution.

The Project Leader is responsible for:

- resolving the matter in collaboration with the concerned party and any other stakeholders
- keeping the Board Liaison informed of any matters raised that have the potential to adversely impact the reputation of the IAF.

If the concerned party is not satisfied that the matter has been resolved or feels uncomfortable raising the matter with the Project Leader, he or she should contact the Board Liaison. The Board Liaison is responsible for resolving the matter in collaboration with the concerned party and other stakeholders and keeping the IAF Chair informed of any matters raised that have the potential to adversely impact the reputation of the IAF and the awards.