



promoting the power
of facilitation worldwide

Facilitation Impact Awards

Governance policy

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|--------------------------|---------------------------------------|
| Relevant bylaws | 1.03 Purposes 4.01 General powers |
| Policy owner | Facilitation Impact Awards Lead |
| Date approved | 23 May 2022 |
| Related documents | Facilitation Impact Awards Guidelines |

Context

The International Association of Facilitators (IAF) runs a Facilitation Impact Awards (FIA) programme to:

- promote the use of facilitation to help organisations address challenges and achieve results
- reward the effective use of facilitation by organisations
- recognise excellence in facilitation practice by IAF members and other facilitators
- provide evidence of the power of facilitation
- promote the vision and mission of the International Association of Facilitators (IAF).

Purpose

The purpose of this policy is to set out guiding principles and governance arrangements for the awards to ensure the purpose and integrity of the awards are maintained.

Guiding principles

Non-competitive and inclusive

The awards are a non-competitive and inclusive programme designed to highlight how organisations have used facilitation to bring about positive and measurable change.

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

Organisation awards and facilitator recognition

Awards are given to an organisation. The facilitators who worked with the organisation are recognised when the awards are announced and at award ceremonies. Highlighting organisations:

- increases the visibility of the types of organisations that benefit from facilitation
- emphasises the importance of the organisation's role in the impactful use of facilitation.

Multi-level

Awards are given at a platinum, gold or silver level based on points achieved. The award levels:

- recognise facilitation can have a powerful impact even when outcomes are not perfect
- set standards towards which organisations and facilitators should strive.

Impact focused

As the primary purpose is to promote the impact of facilitation, the highest weighting is given to the organisation impact evaluation criteria.

Awareness vehicle

As the primary purpose is to promote the impact of facilitation, it is essential to publicise the awards and encourage awardees to do the same.

Policy

Key roles

The Board will select a board member to act as the Board Liaison for the awards.

The Board Liaison will appoint an IAF member to be the FIA Lead. The FIA Lead's term expires when they resign or the Board Liaison advises them, in writing, that their appointment has ceased.

Subject to the policies set out in this document, the FIA Lead has the full authority of the Board to lead and manage the awards.

The FIA Lead may recruit IAF members to join them as a FIA team member.

Eligibility

Nominations

The awards are open to organisations that have benefited from using facilitation rather than firms or individuals who provide facilitation services.

To be eligible for an award:

- the organisation must be a recognised entity under the laws of its country
- at least one facilitated process included in the nomination must have been held within 24 months of the closing date for nominations
- the organisation must not have received an award for any of the facilitated processes included in the nomination
- any applicable nomination fee must have been paid.

An area within an organisation—for example, a division, branch or section—may only submit one nomination in a nomination period.

IAF board members, FIA team members and evaluators are not eligible to receive an award and must not be included in a nomination.

Evaluators

To be an evaluator a person must:

- be an IAF member
- complete a practice evaluation and evaluator training session
- agree to abide by this policy.

Confidentiality

Except as provided for below, FIA team members and evaluators must not:

- share information from a nomination with anyone other than an evaluator or FIA team member
- share evaluation scores or information about who evaluated which nominations with anyone other than an evaluator or FIA team member
- keep any nomination and evaluation information they may hold for more than 30 days after the evaluation process is completed.

If a representative of the organisation has given the IAF permission to publish information from a nomination, a FIA team member may publish that information.

A FIA team member may share the evaluation score for a nomination with the person who submitted the nomination and the organisation's representative and lead facilitator included in the nomination.

Conflict of interest

FIA team members and evaluators must not prepare a nomination or review a nomination prepared by another person.

An evaluator:

- must not provide information on how to prepare a nomination to a person
- must not evaluate a nomination if they have a conflict of interest
- must declare any conflict of interest to the FIA Lead as soon as they become aware of it.

Examples of when an evaluator has a conflict of interest include nominations involving:

- an organisation or person the evaluator has worked with as an employee or consultant
- any person the evaluator has a personal or business relationship with, or a strong emotional reaction to, that may cloud their ability to objectively evaluate the nomination
- a person or organisation that is, or could be seen by others to be, a close competitor of the evaluator.

Evaluations

Criteria and scoring framework

Evaluators must assess nominations using the award criteria and scoring framework. If the FIA Lead has concerns about how an evaluator has applied the scoring framework, they may:

- discuss the situation with the evaluator
- ask the evaluator to review their scores.

Process

At least 3 evaluators will independently evaluate a nomination. If the spread in scores from each evaluator is:

- less than 15 points, the nomination score is the average of the scores from each evaluator
- equal to or more than 15 points, the evaluators must share the reasons for their scores with each other and then evaluate the nomination again.

If the spread in scores from each evaluator remains equal to or more than 15 points after the evaluators have shared the reasons for their scores, the FIA Lead may give the nomination to another 3 evaluators to evaluate the nomination again.

The score given to a nomination at the end of the evaluation process is final and not subject to appeal.

Issue resolution

If a person believes someone has not complied with this policy, they should contact the FIA Lead. The FIA Lead is responsible for resolving the matter in collaboration with the person and any other stakeholders.

If the person feels uncomfortable raising the matter with the FIA Lead, they should contact the Board Liaison or an IAF regional director.

Responsibilities

Board Liaison

Responsible for:

- obtaining Board approval for the FIA budget
- appointing and overseeing the work of the FIA Lead
- approving changes to award rules and criteria
- working with the FIA Lead to manage risks and resolve issues
- informing the Board of any issues associated with the awards
- working with board members to promote the awards.

FIA Lead

Responsible for:

- recruiting IAF members to join the FIA team or become evaluators
- establishing key milestones and performance targets for the awards
- working with each volunteer to agree their roles and responsibilities
- ensuring FIA team members and evaluators agree to abide by this policy
- leading and managing the FIA team to deliver the awards on time, within budget and in accordance with IAF policies
- keeping the Board Liaison informed of progress against milestones and any risks or issues
- submitting a FIA Report to the Board within 100 days of awards being announced
- ensuring appropriate records are stored in an IAF controlled record keeping system.