



UAE INNOVATION AWARD

PARTICIPANTS AWARD SUBMISSION TEMPLATE 2021



UAE INNOVATION
AWARD
جائزة الإمارات للابتكار



PARTICIPANT'S DETAILS

COMPANY DETAILS		
COMPANY NAME:		
TYPE OF THE ORGANISATION:	Revenue-generating local government entities	
	Private sector companies	
	NGOs	
	Others	
FIELD OF THE ORGANISATION:		
CONTACT DETAILS		
EMPLOYEE NAME:		
DESIGNATION:		
MOBILE:		
EMAIL:		





INNOVATION AWARD CHECKLIST

S.N.	CHECKLIST	Y/N
1	Authorized company representative has completed the online registration form-Intent to participate	
2	Submission document has been developed in English language	
3	All criteria and sub criteria have been addressed and have not exceed the allocated word limit	
4	Each sub-criteria is supported by maximum 5-6 evidences	
5	Company general/legal documents attached	
5.1	Company logo of high resolution (JPEG)	
5.2	Latest organizational structure	
5.3	Valid trade license/Establishment decree	
5.4	Organization management team names, positions and mail id	
5.5	Organization profile	
5.6	A brief presentation/information of innovation program, innovation project or innovation portfolio	
5.7	The name and the contact details of the authorized representative	
5.8	Complete physical address and location map of the organization head office	
6	Award application and supportive documents completed as per submission template	
7	A complete set of award submission document (soft copy) is to be submitted online to DQG office at doaa.afifi@dqq.org before the submission deadline	





INNOVATION AWARD CHECKLIST

Please tick to indicate which of the following initiatives are carried out in your organisation:

INITIATIVE		IMPLEMENTED SINCE (YEAR)
<input type="checkbox"/>	Vision, Mission, Values	
<input type="checkbox"/>	ISO 9001	
<input type="checkbox"/>	ISO 14001, other ISO Certifications please mention:	
<input type="checkbox"/>	HACCP (Hazard Analysis and Critical Control Point)	
<input type="checkbox"/>	Customer Satisfaction Surveys	
<input type="checkbox"/>	Employee Satisfaction Surveys	
<input type="checkbox"/>	Management by objectives	
<input type="checkbox"/>	Suggestion Scheme	
<input type="checkbox"/>	Complaint System	
<input type="checkbox"/>	Six Sigma	
<input type="checkbox"/>	Kaizen	
<input type="checkbox"/>	Activity Based Costing	
<input type="checkbox"/>	Budgeting System	
<input type="checkbox"/>	Balanced Scorecard	
<input type="checkbox"/>	CMM (Capability Maturity Model)	Current Level:
<input type="checkbox"/>	Others (Please Explain)	



1-LEADING INNOVATION-200 POINTS

1.1 LEADERSHIP DRIVING INNOVATION - 40 POINTS

1.1 leadership driving innovation

Leaders engagement in innovation system

The leadership conducts a thorough study of the organization's culture to instill a culture of innovation in a deep and strict way. Through the internal communication team, monitors changes in innovation procedures, and seeks through the quarterly meetings attended by all members of the leadership team, in addition to the implemented ideas program and innovation ambassadors.

1.2 Innovation budget and financial commitment

Annual innovation budget

Leadership allocates an annual budget for innovation which is equivalent to 5% of the organization's total annual budget. This budget is disbursed according to the annual plan, and other expenses are added if necessary. This budget has been increased twice, and the expenditure is reviewed annually.





1-LEADING INNOVATION-200 POINTS

1.1 LEADERSHIP DRIVING INNOVATION - 40 POINTS

**FIRST METHOD TO FILL THE
FOLLOWING TABLE**





1-LEADING INNOVATION-200 POINTS

1.1 LEADERSHIP DRIVING INNOVATION - 40 POINTS

SECOND METHOD TO FILL THE FOLLOWING TABLE





1-LEADING INNOVATION-200 POINTS

1.1 LEADERSHIP SUPPORTING DOCUMENTS

SUB-CRITERIA REF	APPROACH/TITLE	PLAN	DO	CHECK	ACT	PAGE
1.1.1 2.3.1 3.1.1	Innovation Culture	ABC leaders took a strategic decision in 20XX to nurture Innovation and Creativity across the organization. Communicated effectively across the organization to promote Innovation Culture	ABC Leadership established a documented structured controlled and sustained Innovation Culture Policy and communicated to both internal stakeholders and external stakeholders. Innovation Culture elements have been captured in JD of the relevant Functional Heads/Managers. People have been asked to submit their ideas to the respective heads who in turn submits ideas to Innovation Team.	Ideas have been studied by Innovation Team envisaging its criticality to customers, finance and operation, and have been chosen	Chosen ideas have been implemented. Its impact on customer net promoting score, finance ROI and Operational excellence were measured	XX X
1.1.2	Innovation Policy Procedures	ABC planned to develop a documented structured controlled and sustained policy and procedure to nurture and harness Innovation across the organization.	A set of Innovation Policy and Procedures have been developed, and the controlled policy procedures have been effectively communicated to both internal stakeholders and external stakeholders.	Policy Procedures contents have been reviewed over a period of time and have been amended, its cognizance among the employees were noted and have been briefed by the functional heads	The content of policy procedures have been regularly updated to the employees either by functional heads of by management in engagement program	XX X





1-LEADING INNOVATION-200 POINTS

1.1 LEADERSHIP SUPPORTING DOCUMENTS

SUB-CRITERIA REF	APPROACH / TITLE	PLAN	DO	CHECK	ACT	PAGE
1.1.3	Innovation Circle	ABC took a decision to constitute an Innovation Circle in Management Meeting in 20XX	An Innovation Circle has been established in ---- of 20XX. It comprised of all Functional Heads and is chaired by CEO of ABC.	Innovation Circle meets on monthly basis and discuss the status of ideas getting generated/floated in the month in terms of criticality to customers, ROI and operational excellence.	Selected ideas are implemented followed by a periodic review of its impact on Net Promoting Score, ROI and Operational Excellence	XXX
1.1.4	Open door Policy	ABC planned to have an open door policy	A documented structured controlled and sustained elements of Open Door policy was developed and has been effectively communicated to the relevant stakeholder's	The number of stakeholders access to the CEO/Top Management was noted in terms of personalized meeting, email or other social media	Leadership acted as per the grievances of the people and made sure to meet all aspirants who intend to meet to plead their case	XXX
1.1.5	Innovation Budget Allocation	ABC planned in 20XX to allocated a sum of XXX as Innovation Budget in each fiscal year.	Finance team has been asked to keep the approved sum as Innovation Budget to nurture and cater Innovation Ideas Encouragement and Implementation	ABC regularly checks the degree of the allocated fund getting used in a particular year to address innovation needs and implementation. In case it is underbudgeted , an additional fund is allocated subject to management affirmation.	Innovation team ensures to make optimum use of the allocated budget of the particular fiscal year.	XXX





1-LEADING INNOVATION-200 POINTS

1.1 LEADERSHIP SUPPORTING DOCUMENTS

SUB-CRITERIA REF	APPROACH/TITLE	PLAN	DO	CHECK	ACT	PAGE
1.1.6	Dedicated Team	ABC planned to establish a dedicated Team to address Innovation and Creativity in 20XX	An Innovation Team has been established with documented roles and responsibilities to cater Innovation and Creativity across the organization.	Team functions and its performance related to Innovation jobs are monitored by leaders, and subsequent feedback are taken.	An action plan based on feedback is taken and is implemented with an allocated time frame. Dedicated team collects all ideas of a partiture months, summaries and submit to Innovation Circle for further action	XXX
1.1.7	Encouraging ideas					
1.1.8	Design and Build System to nurture Innovation					





CONTACT DETAILS



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