



# Terms of Reference & Rules of Procedure for “Global SSL Events of the Year”

Global SSL Events of the Year is a regular event under ISA’s Working Group 5: Public Relations & Membership. The Terms of Reference (TOR) and the Rules of the Procedure (ROP) for the case is listed as below:

## **Terms of Reference**

### **Mission statement**

In order to promote the sustainable development of Solid State Lighting (SSL) industry, to encourage SSL industry theoretic research, technology innovation, and products R&D, to increase the impact and visibility of SSL industry, ISA launched the Global SSL Events of the Year to identify the most meaningful milestone events, invention, R&D achievements, research papers, product launch, technology breakthrough and so on, which bear significant impacts to global SSL industry.

Any organization or individual from SSL industry are welcome to apply.

### **Significance statement**

- The atmosphere for inspiring innovation needs to be created.
- The personnel and organizations from all aspects of the full SSL industry chain need to be inspired.
- The awareness of the general public on SSL industry needs to be improved.
- The demonstration and dissemination of SSL knowledge needs more help and dedicated support from media, including its huge potential in energy conservation, co-benefits, CO<sub>2</sub> emission reduction and welfare to human beings.

### **Working areas**

The working area of the Global SSL Event of the Year including:

- Nomination of events.
- Install a jury.
- Collecting the events.
- Reviewing applications.
- Releasing the jury results.

### **Specific issues to be addressed**

- The Secretariat proposes a jury, and obtains the advice from the ISA Council of Management.
- Gathering the Events applications in a predefined format.
- Verification of the events: Require resubmit according to the predefined format if the events do not follow / fit the events format.
- Deliver the events to the jury.
- Collect the results from the jury.
- Prepare the selected events for releasing.
- Release the results during ISA General Assembly.
- Releasing and publishing the results.

### **Desired outcome and output**

- Jury results of events with the value of recommendation.
- Release and publish the booklet with selected events according to jury results.
- Online demonstration of selected events on ISA official website and related media.
- Issue the certificate to the winners of selected events.

### **People involved**

- Time frames
  - Put out “Call for Events”.
  - Install jury (same time)
  - Deadline for “Call for Events”.
  - ISA Secretariat screens the events.
  - Jury results ready.
  - Releasing jury results.
  - Publication of booklet with selected events.
  - Online and other media demonstration of selected events.
- Meetings
  - Jury meeting and other appropriate manners.
  - Award meeting.
- The duty and composition of Jury
  - Jury consists of 5 high-ranking professionals from the R&D, technology and products domain. The Jury gives scores to the applications and submits the results to the ISA Secretariat.
  - ISA Secretariat is responsible for gathering the events, releasing jury results, publish jury results, and demonstrate the selected events online and in other media.
- Reporting
  - Call for Events.
  - Jury results.

- Events of the Year compiling.
- Interventions
  - In case the application does not comply to the format,  
(Ask for resubmission (resubmission within required time frame, if failed to resubmit, then regarded as give up application).
  - In case of not enough candidates,  
(According to the number of applicants, select appropriately.).

## **Rules of Procedure**

### **Composition of the jury**

The jury consists of 5 high-ranking professionals. In principle the jury consists of experts from the SSL R&D, technology and products areas.

### **Jury decision rules**

- The jury must make decision on the scores of the application in good faith;
- The full score for each application is 10, the jury expert can give the score from 1 to 10 to each application while the gap between the highest score and lowest score from one jury expert cannot exceed 4 points, otherwise the decision made by that jury expert will be considered invalid and will not be taken into the calculation of total score to avoid manipulating the final results of the judging process;
- Jury decision must be made within the timeframe required; otherwise that decision will be considered invalid and will not be taken into the calculation of total score;
- Jury experts who has the conflict of interests to the applications which he or she is about to judge will excuse himself or herself, if not, his or her scoring decision will be considered invalid and will not be taken into the calculation of total score.

## **Event**

### **Who can submit**

- ISA member's recommendation/invitation.
- Any applicant believes their events meet the selection criteria.

### **Which events allowed**

- The event is finished / realized.
- The event has no major damage to the environment.
- The timeframe of the event is September 2014 to August 2015.

### **Submission format**

1. Prepare an application form with required information, applicants fill in the application and submit to ISA Secretariat).
2. ISA Secretariat compiles applications and makes them ready for jury review.
3. Minimize editing of the events to prepare them for releasing and publication.

**Submission manner**

Email to ISA Secretariat.

**Copyrights**

- Applicants agreed to authorize ISA publish the contents of the application.

**Releasing the results**

- The results will be announced at the ISA General Assembly.
- The results will be introduced to the media and public.
- The results will be published on ISA official website and related media.
- The results will be advertised by a special booklet.
- The winners of “Global SSL Events of the Year” and its working team will receive certificate from ISA.