**APQO GPEA ELIGIBILITY & APPLICATION FORM**

This document contains the GPEA Application Eligibility & Application Form & Checklist for GPEA submission.

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| 1. **Full Official Name of Organization (GPEA Applicant) which will be used for all official purposes** | | | | |
| Official Name (used for all official purposes): | | | Full Address: | |
| 1. **CEO / Highest-Ranking Senior Leader** | | | | |
| Mr  Mrs  Ms  Dr  Name:  Job Title:  Email:  Telephone with Country Code: | | | Address:  Same as above  As given below    Website: | |
| 1. **Management Representative / Contact point / Alternate** | | | | |
| *Designate a person/management representative who can answer inquiries about your organization. Questions from your organization and requests from the GPEA Secretariat will be limited to this person and the alternate identified if any below.* | | | | |
| Mr  Mrs  Ms  Dr  Name:  Job Title:  Email:  Telephone with Country Code: | | | Address:  Same as above  As given below | |
| Alternate contact:  Mr  Mrs  Ms  Dr  Name:  Email: | | | | |
| 1. **Application History** | | | | |
| 1. Has your organization received the Global Performance Excellence Award since 2019?   Yes. What award category was it? i.e. World Class, Best in Class, Quest for Excellence.  If Yes.in which Years?  No, we have not received GPEA **since 2019** to 2023. | | | | |
| 1. Is there a National Quality Award programme in your country?   Yes.  If Yes. - Name of the Award Body?  No - please refer to d. | | | | |
| 1. Has your organization participated and won the National Quality Award in last 3 years in your Country since 2021?   Yes. Year and Category of Award Won: | | | | |
|  | | **NOTE: Please provide necessary information of the National Quality Award in your country in terms of its structure and various award categories. Kindly include this information together with your GPEA application submission. If this information is not available “Note” given under 6 d will be applicable**  **Attached the information** | | |
| No – Please refer to d | | | | |
| 1. If No, that is you confirm that your organization has NOT participated in your country's National Quality Award program. As such there would be NO evidence of an independent Site Visit carried out and an Assessment Feedback report endorsed by your Country’s National Award Body available for submission of the GPEA 2024. | | | | |
| 1. **Recommended by National Award Body and Supported by APQO Core Council Member from your country** | | | | |
| 1. Is your organization's GPEA 2024 application recommended by the National Award Body in your Country and a recommendation letter will be provided by them addressed to President APQO?   Yes.  No. *Briefly Explain*. | | | | |
| 1. Is your organization's GPEA application supported by the APQO Core Council Member from your Country and a letter supporting your application will be provided by them addressed to President APQO?   Yes.  No. *Briefly Explain*. | | | | |
| 1. **Eligibility as an Entity Determination** | | | | |
| 1. Is your organization or business unit officially registered in your Country?   Yes.  No. *Briefly Explain*. | | | | |
| 1. Has your organization as applicant legally operated for at least one year?   Yes  No | | | | |
| 1. If your organization willing to share its best practices at the APQO International Conference as a presentation or plenary session?   Yes  No | | | | |
| 1. **Has your organization been site visited for the National Quality Award in your country in last 3 years i.e. 2021, 2022 and 2023?**   Yes.  **No. *Your organization probably is not eligible to apply for the GPEA*.**  ***Note: If organization is still keen to Apply for GPEA 2024 - you may do so, and will be considered ONLY for the GPEA “Quest for Excellence” Category level of Award*** | | | | |
| 1. **Organizational Structure** | | | | |
| Attach a line-and-box organization chart that includes divisions or unit levels. Include name of the unit or division and the name of its CEO/MD/Leader. | | | | |
| 1. **Submission of GPEA Application** | | | | |
| **Soft copies of following documents are required to be submitted:**  GPEA 2024 Application Report (in English)  Assessment Feedback Report (in English)  Letter of Recommendation by National Quality Award Body  Letter of Support by APQO Core Council Member from your Country  GPEA Application is to be submitted via a soft copy (PDF version not more than 20MB) and to provide a soft copy of actual Award Assessment Feedback Report provided by your National Quality Award body. Send to Secretariat GPEA at [gpea@apqo.global](mailto:gpea@apqo.global).  **Notes**:  GPEA Application is limited to soft copies of the application report submitted for the National Quality Award with no additional documents. This limitation excludes the National Quality Award Assessment feedback report and letter of recommendations / supporting letters from National Quality Award Body and APQO Core Council member from Country and Summary of Performance.  Documents should be with readable font size. Maximum 70 pages with font size not smaller than Calibri 11.  All application reports and supporting documents submitted will be destroyed after the assessment process. | | | | |
| 1. **GPEA Application Fees** | | | | |
| Applications for GPEA 2024 will receive an assessment finding in an Executive Summary of 1 to max 2 pages. (With effect from GPEA 2019 there will be NO provision for an assessment feedback report). The application fees with effect from 2019 is USD 3250. GPEA applicants can submit one Best Practice selected from the “Summary of Performance” for APQO International Best Practices Award introduced in 2019.  GPEA Application Fee – USD 3250  APQO Best Practices Fee – USD 200 per Best Practice | | | | |
| 1. **Self-Certification and Signature** | | | | |
| **Specific Undertaking by GPEA Applicants:**   1. A key requirement for GPEA Applicants in participating in the GPEA process is to undertake the commitment to attend the GPEA Award Ceremony to receive the award in person. **In the event winning organization is not attending the award ceremony, APQO Core Council has the right to withdraw the award. Sending Award via nominated third parties is not acceptable.** 2. All GPEA Applicants and APQO Core Council members recommending the applications are to note that the APQO Award Governing Council decision is FINAL. Any request for review of final decision by the Council is disallowed and any attempt of interference to influence the final decision will disqualify the applicant at any stage of the process including after decision is made by the APQO Award Governing Council.   **I state and attest the following:**  I have reviewed the information provided in this application eligibility and agree that as a GPEA applicant, I will personally attend to receive the award at the APQO Conference in Mexico from 2-5 October 2024 (Exact dates to be notified later).  To the best of my knowledge,   * the information provided has no untrue statement of a material fact, and no material fact has been omitted. * Based on the information herein and the current eligibility requirements for the Global Performance Excellence Award, my organization is eligible to apply. * I understand that if the information is found not to support eligibility at any time during the 2024 GPEA Award process, my organization will no longer receive consideration for the GPEA and will receive only a feedback in form of an executive summary. | | | | |
|  |  | | |  |
| Signature of highest-ranking official of applicant organization | Printed name | | | Date |
| 1. **Submission** | | | | |
| To be considered for the 2024 GPEA, your completed application and eligibility form must be received no later than **February 28, 2024**, by:  **APQO-GPEA Secretariat**    E-mail contact: [gpea@apqo.global](mailto:gpea@apqo.global) | | | | |
| 1. **Submit GPEA 2024** | | | | |
| **Application Fee Payment by Wire Transfer to:**  **ASIA PACIFIC QUALITY ORGANIZATION, INC**  *Floor 1, ETC Building, 140, The Square, Palmerston North,*  *New Zealand*    **WESTPAC NEW ZEALAND LIMITED, BANK**  *22 Viaduct Harbour Avenue, Westhaven, Auckland 1010, New Zealand*  BANK ACCOUNT NO: **122981-USD-3740-01**  Swift Code: **WPACNZ2W** | | | | |
| **NOTES:**  Wire transfer – **kindly consider and pay all correspondence international bank charges to ensure that full amount is received by APQO Inc and send the payment details to GPEA Secretariat. If there is any discrepancy in the amount received invoice will be raised for the difference and the balance is required to be transferred before processing the application.**  *Before sending any payment or wire transfer, please notify the* ***GPEA Secretariat*** *at email* [*gpea@apqo.global*](mailto:gpea@apqo.global%20)  *and obtain an invoice.* | | | | |

**Acceptance by Applicant**

**Checklist for submission of GPEA eligibility form and Application**

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|  | **Yes/Agree** | **No** |
| APQO GPEA Eligibility & Application Form is checked for correctness and complete |  |  |
| Submission of GPEA Application (soft copy (PDF not more than 20MB)) and actual copy of national award assessment feedback report will include: |  |  |
| 1. Letter of recommendation by National Quality/BE Award Body from Country of application |  |  |
| 1. Letter of support by APQO Core Council member from country of the GPEA application |  |  |
| 1. If GPEA application report is translated / rewritten - one copy of original application & original feedback report endorsed by National Award Body or representative will be included with the application |  |  |
| 1. Summary of Performance |  |  |
| I have read and understood the “Specific Undertaking by GPEA Applicants” at item **10. On Self-Certification and Signature.** |  |  |
| Applicant accept that the decision of the APQO Award Governing Council on award categories for applicants will be final. |  |  |
| CEO / Senior Most leader of Applicant will attend the GPEA / APQO Awards Gala Dinner at APQO International Conference to be held in Mexico in October 2024. |  |  |