Terms of Reference& Rules of Procedure for the "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 Procedures (ROP) for the event are listed below:

Mission statement

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

Any organization or individual from the SSL industry is 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 about the 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_2 emission reduction and welfare to human beings.

Working areas

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

- Nomination of events.
- Installation of a jury.
- Collecting the events.
- Reviewing the 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 selection 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.

Necessary Steps:
- **Critical Tasks**
    - Issue "Call for Events".
    - Install jury (same time)
    - Deadline for applications to "Call for Events".
    - ISA Secretariat screens the events.
    - Jury reviews the events.
    - Releasing jury results.
    - Publication of publicity booklet with selected events.
    - Online and other media demonstration of the selected events.
- Meetings
    - Appropriate jury meetings.
    - Award meeting.
- The duties and composition of Jury
    - Jury consists of 5 high-ranking professionals from the R&D, technology, and product domain. The Jury gives scores to the applications and submits the results to the ISA Secretariat.
    - ISA Secretariat is responsible for gathering the events, announcing jury results, publishing and publicizing the selected events online and in other media.
- Reporting Tasks
    - Announce Call for Events.
    - Jury results are tabulated.
    - Events of the Year are compiled.
- Interventions
    - In case the application does not comply to the required format,
        (Ask for resubmission (resubmission is expected within the required time frame. If a resubmission is not received, then the application will be rejected).

   o In case the number of the entries is too small,
      (According to the number of applicants, select appropriately.).

Composition of the jury

The jury consists of 6 high-ranking professionals. In principle the jury consists of experts from the SSL R&D, technology, and product areas.

Jury decision rules
- o The jury must make decision on the scores of the application in good faith;
- o 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;
- o 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 the total score;
- o Jury experts who have a conflict of interest 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 who believes their events meet the selection criteria.

Which events are allowed
- - The event must be completed.
- - The event does no major damage to the environment.
- - The time frame of the event is **June 2016 to May 2017**.

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

Submission manner

Email to ISA Secretariat.

Copyrights
- o 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 the ISA official website and related media.
- The results will be publicized by a special booklet.
- The winners of the "Global SSL Events of the Year" and its working team will receive a certificate from ISA.