Terms of Reference & Rules of Procedure for

"Global SSL Showcase Top 100"

Global SSL Showcase Top100 is a regular event under ISA's Working Group 2: Global Showcases. The Terms of Reference (TOR) and the Rules of the Procedure (ROP) for this are listed as below:

Terms of Reference

Mission statement

In order to recognize and promote the sustainable development of the global Solid State Lighting (SSL) industry; to demonstrate R&D achievements, technology innovations, milestone product developments and application results; to increase the social awareness on benefits of SSL, and to enhance the impact and visibility of SSL products, ISA has launched the Global SSL Showcase Top 100 which will recognize outstanding lighting applications that use LEDs either exclusively or for a significant part of the application.

Entries to the Top 100 can be made by lighting designers, owners of applications, suppliers and/or installers.

Significance statement

The adoption of SSL lighting is relatively slow in most parts of the world, mainly due to the following reasons:

- Doubts from end-users on light quality and lifetime of LED lighting products.
- The return-on-investment for LED lighting is unclear for many users.
- The public has limited access to and/or awareness of successful LED applications.
- The need to educate the public about LED lighting, including its potential in energy conservation, reduced CO_2 emissions and human benefits.

Thus, ISA will call for nominations for of outstanding LED lighting applications the Global SSL Showcase Top 100 each year.

Working areas

The working areas of the Global SSL Showcase Top 100 include:

- Collecting the showcases applications.
- Installing a jury.
- Publishing and releasing the jury results.

Specific issues to be addressed

- The Secretariat will propose a jury, and obtains the advice from the ISA Council of Management.
- Gathering the showcase entries in a predefined format.
- Verification of the entries: require resubmission of any entries that do not comply with the predefined format.
- Deliver the entries to the jury.
- Collect the results from the jury.
- Hold an award event during the ISA General Assembly.
- Publicize and publish the results.

Desired outcome and output

- Jury evaluates the value of recommendations of the entries.
- Release the selected entries according to the jury decision.
- Promote the selected entries on the official ISA website and through other media
- Publish a booklet of the selected entries.
- Issue certificates to the winners of selected entries.

People involved

- Time frames
    - Issue the "Call for Showcase Entries".
    - Install jury (same time).
    - Decide Deadline for "Call for Showcase Entries".
    - Team screens the showcases submitted.
    - Jury evaluates entries.
    - Publication of jury results.
    - Publication of publicity booklet with selected showcases.
    - Online publication of selected showcases.
- Meetings
    - Jury meeting or other appropriate method.
    - Award meeting.
- The duty and composition of Jury
    - Jury consists of 5 high-ranking professionals from the design, technology, engineering, arts, and architecture domains. The Jury gives scores to the applications and submits the results to the ISA Secretariat.
    - ISA secretariat is responsible for gathering the entries, releasing the jury results, publishing the jury results, and organizing the awards event.
- Reporting
    - Call for Showcases.
    - Jury proposal.
    - Showcase booklet.
- Interventions

- o In case showcase entries do not comply to the format
  (Unless a resubmission is made within required time frame, the entry will be regarded as being withdrawn.)
- o In case of the number of the entries is too small,
  (According to the number of applicants, select appropriately.)

Rules of Procedure

The Jury

Composition of the jury

The jury consists of 9 high-ranking professionals. In principle the jury consists of experts from the technology, engineering, design, art and business areas.

Jury decision guidelines

Guidelines include the following criteria:
1. Entries will be judged with regard to the lighting design brief (the stated problems).
2. Aesthetic aspects will be considered along with the project's compliance with current good practice (including relevant national lighting, energy or other standards).
3. Significance and challenges. (Such as technological, functional, application merits, or the excellence of solutions to the stated problems, in the context of SSL application.)
4. Energy saving performance and environmental impacts, if appropriate, from the evidence produced by the entrant.
5. Any feedback on the project (e.g. by the owner, the winning of other awards or citations).
6. The significance of SSL in the lighting design solution.

Jury decision rules
1. The jury must make decision on the scores of the application in good faith;
2. 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;
3. Jury decision must be made within the time frame required; otherwise that decision will be considered invalid and will not be taken into the calculation of total score;

4. Any jury expert with a conflict of interest regarding any application which he or she is 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).

Showcases

Who can submit
Submission can be made by:
1. ISA members; members may also solicit entries from others;
2. Lighting Societies (e.g. IESs or IALD, etc) of winners of their lighting awards;
3. Any designer, supplier or installer that believes their project meets the selection criteria.

The winners of other awards can also enter.

Submitter requirements
In most cases lighting projects involve the work of more than one person or company. An entrant must seek the approval of the owner of the project and should include the names of all significant contributors (designers, suppliers and installers). The ISA will assume that the entrant has received any and all approvals and will not be held responsible for any issues or disputes on any rights.

Where submissions are made by Lighting Societies (see 2, above), the Society is responsible for providing the required information for the application form and for submitting it to the ISA Secretariat. The ISA will assume that the Society has received any and all approvals and will not be held responsible for any issues or disputes on any rights.

Permitted projects
Must be a completed project in which SSL technologies and/or products are used exclusively or for the achievement being claimed (e.g., energy saving). Possible project types include: buildings, museums, towers, monuments, roads, landscapes, public spaces, etc.

Submission format
An application form must be completed for each project. All supporting material must be submitted at the same time as the form.

The application format consists of:

- Name: The project name.
- Location: As precise as possible, for example south façade of building X with address Y in city Z, country Q. If possible include GPS coordinates preferred.

- Team: Company names of the core responsible for the project's lighting. Indicate their roles (e.g., designer, supplier, installer, etc).
- The lighting design brief: a statement describing the lighting design goals or the particular lighting problem to be solved.
- The lighting design solution: a statement (and supporting material, see below) describing the achievement of the brief or of solving the lighting design problem. This must include the reason why SSL was chosen and any benefits that may have resulted.
- The relevant standards that the design complied: Clearly declare which relevant standards that the design in this project complied, national or regional standards, and engineering or products standards.
- SSL major technical data and details; system, product and control technology and engineering data in the project.
- Energy saving performance and Environmental impacts description (where appropriate): evidence must be provided to substantiate any claims, including the basis upon which they are made.
- Incentive effects on encouraging quality SSL products: Describe the effects of the products used in this project or the project as a whole on improving the quality SSL products, promoting SSL development or application (to the region, or the country or the global.
- Any owner feedback, other awards received (include judges' comments, if available) or other citations (include copies of publications, etc).
- Installation numbers and application performance. (Describe the number of SSL products used in the entry project and the application performance of those products).
- Images and/or video: At least six high resolution images (at least 2MB each) complete with captions and any photo credits. Video can also be provided.
- Signed declaration confirming the veracity of the contents and that all approvals for entry have been obtained.
- Signed agreement that authorizes ISA to publish the contents of the application, with any credits provided.

Submission

Electronic submissions to the ISA Secretariat are preferred but mailed submissions of a disk containing all files will also be accepted.

Copyright

Applicants agreed to authorize ISA publish the contents of the application for non-profit and demonstration purposes.

Releasing the results
- The results will be announced at the ISA General Assembly.
- The results will be provided to the media and public.
- The results will be published on ISA official website and in other related media.

- The results will be promoted in a special booklet.
- The winning entries (Showcases) and their core teams will receive a "Global SSL Showcase Top 100 Certificate" from the ISA.