



# REGULATIONS

## on the International Quality Tournament of the Central and Eastern European Countries

### 1. COMMON CONDITIONS

**1.1.** International Quality Tournament of the Central and Eastern European Countries (CEEC) is carried out in accordance with the Resolution of the 5<sup>th</sup> International Conference of the CEEC «National Quality Programmes and National Quality Awards – Tools of the Movements Towards Quality and Excellence» (Kiev, 20-23 September, 2005).

**1.2.** International Quality Tournament of the CEEC (hereinafter Tournament) was initiated by the Quality Leaders' Club of Ukraine in 2005 and was supported by the European Foundation for Quality Management (EFQM).

**1.3.** The Tournament is mainly oriented on the former socialist countries and countries with the transitive economics, that do not have a longstanding being experience in the conditions of the saturated market. It is an intermediate level in the preparation of the CEE organizations and organizations for the European Quality Award (EQA)\*.

**1.4.** The aim of the Tournament is assistance in the competitiveness increasing of the national economics of the CEEC and their preparation to the global market integration.

**1.5.** The main goals of the Tournament are:

- The stimulation of the CEEC organizations to the management systems' improvement on the basis of the TQM concepts and their approaching to the level of excellence of the advanced European companies;
- The identification of the best social oriented organizations, that achieved high results in the TQM conceptions implementation, as the role models for CEEC companies;
- The international benchmarking development in the sphere of system quality management and effective business dealing;
- The establishment and strengthening of international business relations between the best national organizations and leading specialists in the field of quality;
- The assistance to quality movements and business excellence development in the countries- participants of the Tournament.

**1.6.** The UAQ as National Partner Organization (NPO) of EFQM and European Centre for Supporting of the Quality Movements, that was created on the UAQ's base and approved by UNECE is responsible for the organizational and methodical maintenance of the Tournament.

### 2. APPLICANTS

**2.1.** Any organization (national, joint, foreign) which is registered as a legal entity or as branch of the legal entity and performs in the Central and/or Eastern European country may accept participation in the Tournament.

**2.2.** An organization is not supposed to participate in the Tournament under the following conditions:

- there are work less than 50 % of the organization' personnel at the territories of the CEEC;
- the organization delivers to its external customers less than 50 % of products (services);

the organization is a Winner of the 1<sup>st</sup> International Quality Tournament of the CEEC

\*European Quality Award (EQA) – for the 2006 award cycle now called EFQM European Award.



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Also two organizations cannot simultaneously participate in the Tournament, if one of them owns more than 50 % of the authorized fund of another one.

**2.3.** The organization (enterprise) could be considered as the Tournament applicant when it has submitted to the Award Commission the established application form, has paid an organizational fee and is registered as the participant of the Tournament by the Award Commission.

### 3. NOMINATIONS

**3.1.** The following nominations of the Tournament are established:  
Large organizations;  
Small and medium sized organizations (up to 250 employees).

**3.2.** At definition of a nomination the average quantity of the organization's people is taken into account due to the last accounting before the sending an application form for the Tournament.

### 4. ASSESSMENT CRITERIA

The assessment of the organizations-applicants of the Tournament is carried out in accordance with the EFQM Excellence Model, used for the EFQM Quality Award 2005.

### 5. KEY DATES

There are the following key dates of the Tournament established:  
April, 30 - the final date for receipt of the Application Forms;  
June, 30 - the final date for receipt of the materials;  
July, 20 - September, 10 site visits;  
September, 30 - the final date for assessment and summarizing.

### 6. THE AWARD COMMISSION

**6.1.** The Award Commission is formed of representatives of the professional foundations in the field of quality, outstanding public figures, representatives of organizations-prizewinners of the National Quality Awards and the organizations which level of excellence is confirmed by EFQM, recognized specialists in the field of quality, representatives of Mass Media.

**6.2.** The Award Commission is being established at the Ukrainian Association for Quality. Representatives of the countries-applicants for the Tournament are to be included into the Award Commission. The Chairman of the Award Commission is the President of UAQ.

**6.3.** The activity of the Award Commission is regulated by the "Regulations about the Award Commission".

**6.4.** For the professional assessment of the materials submitted for a Competition, the Award Commission forms an Expert Methodical Centre (EMC) that consists from the assessors who have EFQM recognition regarding assessment and confirmation of the level "Recognized for Excellence in Europe".



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**6.5.** The EMC is established and operates at the basis of UAQ.

**6.6.** Assessors are being trained and certificated by the Ukrainian and other countries' specialists, who have corresponding EFQM empowerments (licenses). The organization's assessors training and certification processes are being carried by UAQ.

**6.7.** The EMC activity is regulated by "Regulations about the Expert Methodical Center".

**6.8.** Requirements to EMC experts are defined "Regulations about the expert ".

### 7. THE ORDER OF CARRYING OUT OF THE TOURNAMENT

**7.1.** Organizations-applicants submit to the Award Commission the application form for participation in the Tournament with payment of the relevant fee to the Ukrainian Association for Quality, which is the not governmental non-for-profit professional public organization.

**7.2.** Organizations-applicants of the Tournament prepare the materials of a self-assessment. Prepared materials in Russian or English language are submitted to EMC in 6 samples. The volume of the submission documents is up to 51 pages. At the same time you should submit EMC with electronic version of the materials.

*Note 1.* Organizations who participated already in the Quality Awards (first of all in the National ones) in accordance with EFQM methodology of 1992, could submit materials with a volume up to 75 pages.

*Note 2.* Aiming to perfect the EFQM methodology started in 2006, and as experiment 3-5 organizations with a high performance figures could submit materials in the form of special questionnaires by the decision of the Award Commission Chairman. The specially trained assessors in accordance with completed method should conduct the assessment of those organizations with a reinforced accent to the inspection during the visit.

**7.3.** The EMC conducts assessment of the submission documents in accordance with EFQM Excellence Model and develops a site visit plan. After plan's and time of site visit agreement with an organization an assessors' team conducts a site visit.

The site visits are carried out to check authenticity of the submitted documents and identification of the actual excellence level of the organizations.

On results of the site visits the organizations' estimations are corrected and transferred to the Award Commission.

**7.4.** The materials assessment and site visits' conducting is carried out in accordance with "Regulations on the International Quality Tournament organizations-applicants assessment".

**7.5.** On the basis of the submitted estimations the Competitive commission identifies Award Winners, Laureates and Finalists of the Tournament in the each category.

The organizations whose estimations are from 450 to 499 points are rewarded with a Finalist status.

The organizations whose estimations are from 500 to 549 points are rewarded with a Laureate status.

The organizations whose estimations are from 550 and more are rewarded with an Award Winner status.



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**7.6.** An organization-candidate for the Tournament prizewinners could not receive prizewinner status if during the site visit there will be identified significant negative digressions from the submission materials for the Tournament.

**7.7.** All organizations, assessed for more than 400 points, the materials also transferred to the EFQM with a petition about rewarding with the EFQM certificate "Recognized for Excellence in Europe".

### 8. WINNERS REWARDING

**8.1.** The Tournaments award winners and prize-winners rewarding and also EFQM "Recognized for Excellence in Europe» rewarding are to be carried out in a solemn environment.

**8.2.** The Tournament award winner is awarded with the Cup and Tournament Winner Diploma. The Laureate of the Tournament is awarded with the Medal and Tournament Laureate Diploma.

The organization-finalist of the Tournament is awarded with a small Medal and Tournament Laureate Diploma.

**8.3.** The information about the Tournament and its results are presented in the EFQM and other European and Quality organizations and also are published in the Mass Media.

**8.4.** UAQ recommends Tournament prize-winners to participate at the European Quality Award.

**8.5.** The experience of the organizations-prizewinners of the Tournament is being widely distributed and promoted, also through Mass Media of the countries-participants of the Tournament, as an example of achievement of a high level of business excellence.

### 9. FINANCIAL MAINTENANCE

**9.1.** The Tournament is carried out on the basis of self-financing and self-support.

**9.2.** Financial and material maintenance of Tournament is carried out due to organizational payments of participants of Tournament and sponsor's receipts.

**9.3.** The organizational fee of the Tournament are: for Large organizations – 2 800 Euros, for SMEs – 2 400 Euros.

**9.4.** The organizational activity of the Tournament is a non-profitable. The received payments, after necessary expenses, are used for the purposes of assistance to quality and excellence movements' development in the Central and Eastern European countries