



The Young International Freight Forwarder of the Year Award

2020

Sponsored by the TT Club and FIATA

Notes for Candidate

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1. Background

- 1.1 During the FIATA World Congress in Caracas in October 1996, David Martin-Clark (TT Club) discussed, informally, with Brian Kelleher (FIATA) the possibility that the TT Club might like to sponsor a “FIATA/TT Club Young Freight Forwarder of the Year Award”.
- 1.2 The aim of this award is to encourage training and develop the professionalism of the winner as well as giving the TT Club, and FIATA an opportunity to enhance the international freight forwarding industry, by investing in the young rising stars of tomorrow.

2. The Contest

- 2.1 The contest is open to all FIATA Member Associations, each of whom may select one candidate who is no more than 32 years of age and 2 years of full-time forwarding work experience would be preferable but not mandatory.
- 2.2 Your FIATA Member Association has submitted recommendations on why they have selected you to participate in this scholarship and have also provided details of your achievements (academic and professional), which may be used by the judges.

3. The Dissertation

- 3.1 The topic of the dissertation is a separate word document that will be sent to you along with this document. *If you are uncertain of the basis of the topic, please contact the Award Administrator (contact details on page 2 and 7).*
- 3.2 The dissertation shall be written in English.

4. Length and presentation

4.1 The dissertation must be

- 4.1.1 Between 4,000 and 6,000 words (max. 6,000 words) - see Dissertation format & style guidelines.
- 4.1.2 Typed, double-spaced using Arial font-type and font size 12.
- 4.1.3 Submitted as a single **unlocked** Word document file by e-mail if the file size is under 10 Mb or as a CD-ROM, or on a flash drive if over 10 Mb. This will be used for distribution of the paper to the judges and publication of the winning paper. **Please do not send printed copies of the dissertation.**
- 4.1.4 **Submissions containing more than 6,000 words will be penalised.**
- 4.1.5 **Dissertations submitted in a locked format may be disqualified.**
- 4.1.6 Candidates are expected to use a recognised referencing system (like those of the Harvard Referencing System or Chicago Referencing System, etc.). This will enable candidates to practice the use of proper referencing, which is so important in today's context, given the fact that there are abundance of information in our internet age and the avoidance of plagiarism.

4.2 Format

The dissertation should be set out as per the format and style guidelines. Please do not state your name in the dissertation. Your dissertation document will only be referenced to the candidate number that will be assigned by the YIFFY Award Administrator and for internal use only.

4.3 What should be demonstrated

The dissertation is an opportunity for you to demonstrate a range of skills and qualities that may be needed in the pursuit of a successful career in forwarding. It is suggested that the dissertation may be constructed as:

- 4.3.1 identifying a problem or business opportunity;
- 4.3.2 gathering relevant information on a specific situation;
- 4.3.3 identifying possible changes or enhancements for the benefit of the forwarder or his client;
- 4.3.4 evaluating the information and drawing ones own conclusions;
- 4.3.5 deciding what action should be taken;
- 4.3.6 making reasoned and costed recommendations.
- 4.3.7 Important abilities and qualities to be demonstrated should include **innovation and initiative**.
- 4.3.8 The Award Administrator must receive all dissertations in electronic format by 30 April each year at the following address:

YIFFY Award Administrator
TT Club
90 Fenchurch Street
London
EC3M 4ST
United Kingdom
e-mail: yiffa.admin@thomasmiller.com
Fax: +44 20 7549 4242

The TT Club and FIATA will publish the winning paper on their respective website – www.ttclub.com, www.fiata.com

- 4.3.9 For examples of winning dissertations from previous years, please refer to the following link <http://fiata.com/learning/yiffy-award/dissertations.html>.

5. Judging

- 5.1 The Steering Group will appoint the judges.
- 5.2 The Judges will select a winner from each of the four FIATA regions:
Americas; Europe; Africa and Middle East; Asia Pacific
- 5.3 Each regional winner will be invited to attend the FIATA World Congress. They will be required to provide a concise Presentation of their Dissertation Cases to the Steering Committee for Final Assessment to determine the Young International Freight Forwarder of the Year.

- 5.4 Each dissertation shall be assessed and marked by a minimum of two judges. **The Judging Panel's decision will be final. No correspondence will be entered into.**

6. The Prize

- 6.1 **Each Regional Winner** will receive a prize consisting of:
- 6.1.1 Attendance at FIATA World Congress to be presented with a Regional Winner's Certificate and a personal trophy. FIATA will arrange for each of the regional winners to participate in the Annual World Congress free of any registration fees and accommodation costs. TT Club will provide the hotel accommodation and FIATA will provide US\$ 1,000 towards the return air ticket to the Congress.
 - 6.1.2 One year's free subscription to International Transport Journal in English, French or German.
- 6.2 **The Young International Freight Forwarder of the Year (overall winner)** will also receive the following:
- 6.2.1 An International Certificate and an additional personal trophy. (The Young International Freight Forwarder of the Year trophy will be engraved with the name of each year's international winner and held in the TT Club office in London.)
 - 6.2.2 One week's practical experience of transport infrastructure (multimodal) which is likely to include visits to container terminals, airfreight terminals, ports, surveyors' offices, etc. based in one of the three TT Club regional centres (Hong Kong, London or New Jersey). The steering group will decide which region will provide the most benefit to the winner.
 - 6.2.3 One week's academic training in the TT Club's Head Office in London.
 - 6.2.4 The cost of economy class travel and room & breakfast accommodation, and an amount for personal expenditure recoverable as expenses retrospectively, will be included in the prize. Please note that all of the above are considered to be proper business trips and will be for winner only - it is not expected that family members or other interested parties accompany the winner. The international winner's National Forwarding Association should also attempt to add contribution to the prize fund, by making contact with the appropriate national airline in order to obtain airfare sponsorship from them in exchange for applicable advertising opportunities.

7. Competition Timing

- 7.1 The following dates shall apply in each year of the award
- 7.1.1 The Award Administrator will distribute full information to all National Associations no later than **end of September**.

- 7.1.2 FIATA Member Association selects the candidate and sends the “Advice of Candidate” Form to the Award Administrator to arrive no later than **31st January**.
- 7.1.3 Award Administrator sends dissertation topic and other information about the format of the paper to the candidate no later than **15th February**.
- 7.1.4 Award Administrator to receive completed dissertation no later than **30th April**. (*note: Dissertations received after this date will not be considered*)
- 7.1.5 Marking to be completed and Regional Winner selected by **30th June**.
- 7.1.6 Regional Winners to be notified in the first week of **July**.
- 7.1.7 Regional Winners to attend FIATA World Congress to collect Certificate/Trophy in **September/October**.
- 7.1.8 The main element of the prize – the training periods – shall be taken by the International winner after the FIATA World Congress and may be taken at a convenient time in the full year period after presentation of the trophy.
- 7.1.9 **The above dates will be strictly maintained. No extensions of time will be granted.**

8. Special note about the candidate’s age

- 8.1 It is intended that the candidate shall be no more than 32 years of age. Therefore, if the candidate is about to reach his/her 33rd birthday, this must be in the year of the competition, i.e. the candidate’s 33rd birthday must be after 1st January of the competition year.

9. Dissertation format and style guidelines

- 9.1 The dissertation should be written in concise business English, in the first person; e.g. I reviewed the procedures and
(*see also item 3. The Dissertation*)
- 9.2 **General comments**
The judges are looking for:
 - 9.2.1 An understanding of what is being asked for in the dissertation
 - 9.2.2 An ability to express ideas, facts and information, *clearly but simply*
 - 9.2.3 An ability to research and think widely about the topic so as to be objective
 - 9.2.4 An ability to evaluate, draw conclusions and make recommendations
- 9.3 **Length & Presentation**
 - 9.3.1 The dissertation may include graphs, photographs, examples etc. and should be in a single unlocked Word Document file.
 - 9.3.2 Between 4,000 and 6,000 words (see dissertation & conclusion).
 - 9.3.3 Typed, double-spaced.

- 9.3.4 Your name must not appear anywhere in the dissertation.
- 9.3.5 Your dissertation shall be submitted by e-mail (if under 10 Mb) or as a CD-Rom (if over 10 Mb).
- 9.3.6 **Expectation:** Judging of all papers will take presentation into account.

9.4 **Table of Contents**

- 9.4.1 List of all headings, sub headings and appendices.
- 9.4.2 **Expectation:** This element must break down the dissertation and specify on which page each main section begins.

9.5 **Introduction & Summary**

- 9.5.1 A short outline of the dissertation to tell the reader what he/she is about to read. (Note: this is written after completion of the dissertation).
- 9.5.2 **Expectation:** Clear and concise statement, setting out what the dissertation seeks to do and what it achieves by bringing out the key features. It must be informative and understandable to a reader who has not read the dissertation. This element may be as short as one paragraph but should not be longer than one page.

9.6 **Acknowledgements**

- 9.6.1 Names of those who have assisted or provided information.
- 9.6.2 **Expectation:** Here you should acknowledge any help you have been given in compiling or researching the paper.

9.7 **Dissertation***

- 9.7.1 Description of the situation, evaluation of the situation, discussion of problems, opportunities, faults, relevant issues, benefits, costs etc.
- 9.7.2 Do not put photographs or other scanned matter into the body of the dissertation. These should be put in to appendices.
- 9.7.3 **Expectation:** The dissertation should show that the topic has been properly investigated and clearly understood. You should use your knowledge of operations, people, finance and any other skills to bring together different kinds of information. Your understanding of the practical consequences of making changes and overcoming implementation difficulties should also be shown in the paper.

9.8 **Conclusion***

- 9.8.1 Summation of the situation, findings and drawing together of the main opportunities that have been examined in order to reach a probable solution to the problem.
- 9.8.2 **Expectation:** This element should follow sensibly from the analysis and evaluation in the main text and should logically take account of any likely effects.

9.9 Bibliography & References

9.9.1 Summation of the situation, findings and drawing together of the main opportunities that have been examined in order to reach a probable solution to the problem.

9.9.2 **Expectation:** All reference articles or books should be listed showing the title of the article or book and the author. Example:

Author: Pedler, Mike

Title: Managing From the Inside Out

Publisher/Date: McGraw Hill, 1986

9.10 Appendices

9.10.1 Copies of supporting documents, questionnaires, data, photographs etc. These should, wherever possible, be inserted as jpegs (or some other small electronic file) to the electronic Word file.

9.10.2 **Expectation:** Appendices must not exceed 15 pages!

9.11 Candidate form (see separate Word document)

9.11.1 Title of dissertation

9.11.2 Writer's name, position and company

9.11.3 Writer's date of birth

9.11.4 Candidate Ref Number

9.11.5 Date of completion of dissertation

9.11.6 Name of National Forwarders Association

9.11.7 **Expectation:** The form, supplied as a separate document, should be completed in full and this should be the only place where details about you are shown. Under no circumstances should your name, title or job description be included anywhere in the paper.

* **Note:** The **4,000-6,000 (max. 6,000) words** of the dissertation are to be used on these two elements only. Other elements do not have limits on the numbers of words used, other than as indicated in the expectation column.

The dissertation, along with the candidate form, must be submitted, in electronic format, to the Award Administrator at the following address:

YIFFY Award Administrator
TT Club
90 Fenchurch Street
London
EC3M 4ST
United Kingdom
e-mail: yiffa.admin@thomasmiller.com
Fax: +44 20 7549 4242

**Note: Unlocked Electronic versions of the dissertation in Word format
are the only versions acceptable.
Please do not send printed paper versions.**