



The global voice of freight logistics

Young International Freight Forwarder of the Year Award 2021



Sponsored by the TT Club and FIATA

Note for Candidate

FIATA International Federation of Freight Forwarders Associations
Rue Kléberg 6 | 1201 Geneva | Switzerland
T +41 22 715 45 10 | info@fiata.com | www.fiata.com



1. Background

1.1 During the FIATA World Congress (FWC) 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 Award

2.1 The award is open to all FIATA Association Members, each of whom may select one candidate who is no more than 32 years of age and with at least 2 years of full-time work experience in supply chain logistics (preferable, but not mandatory).

2.2 Your FIATA Association member Association has submitted recommendations on why it has selected you to participate in this Award and has also provided details of your achievements (academic and professional), to assist the judges in their determinations.

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 4 and 9).

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 (maximum 6,000 words) – see Dissertation Format and 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 Dissertation to the panel of judges and publication purposes of the winning Dissertation paper. Please do not send printed copies of the Dissertation.
- 4.1.4 Submissions containing more than 6,000 words will be marked down.
- 4.1.5 Dissertations submitted in a locked format may be disqualified.
- 4.1.6 Candidates are expected to use a recognised referencing system (such as the Harvard Referencing System or Chicago Referencing System). This will enable candidates to practice the use of appropriate referencing as to source material as well as the avoidance of plagiarism.

4.2 Format

The Dissertation should be set out as per the Format and Style Guidelines. Do not state your name in the Dissertation as your document will only be identified and referenced to the candidate number that will be assigned to you 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 international trade logistics and supply chain management. It is suggested that your Dissertation could 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 your employer or the client.
- 4.3.4 Evaluation of information and drawing one's own conclusions.
- 4.3.5 Deciding what action should be taken.
- 4.3.6 Making reasoned and costed recommendations.
- 4.3.7 Innovation and initiative in determining outcomes.
- 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 Examples of previous winning Dissertations are available at
<http://fiata.com/learning/yiffy-award/dissertations.html>.

5. Judging

5.1 The Steering Group will appoint the Judging Panel (Panel).

5.2 The Panel 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. Each will be required to provide a concise presentation of their Dissertation to the Steering Committee for final assessment to determine the Young International Freight Forwarder of the Year.

5.4 Each Dissertation will be assessed and marked by a minimum of two judges. **The Panel's decision is final, and no correspondence will be entered into.**

6. The Award

6.1 Regional Winner

Each Regional winner will receive:



- 6.1.1 An invitation to attend at the FWC, be presented with a Regional winner's Certificate and a memento trophy. FIATA will arrange for each of the Regional winners to participate in the FWC free of any registration fees and accommodation costs. The TT Club will provide for accommodation and FIATA will contribute US\$ 1,000 towards the return air ticket to the FWC.
- 6.1.2 In addition one year's free subscription to International Transport Journal in English, French or German will be provided.

6.2 Overall Winner

The Young International Freight Forwarder of the Year will in addition to the above also receive:

- 6.2.1 An International Winners Certificate and trophy. (The Young International Freight Forwarder of the Year trophy will be engraved with the name of each year's international winner and is held in the TT Club office in London.)
- 6.2.2 A week of 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 3 TT Club regional centres (Hong Kong, London or New Jersey). The Steering Group will decide which Region is most beneficial in a work environment to the winner.
- 6.2.3 A week of academic training in the TT Club's Head Office in London.
- 6.2.4 The cost of economy class travel, accommodation (including breakfast), and an amount for personal expenditure (recoverable as expenses retrospectively), will be included in the Award. It should be noted that these allocations are deemed business related expenses to the benefit of the winner only. It is not expected that family members or other parties accompany the winner. The International Winner's FIATA Association Member will be encouraged to make an additional contribution to the Award by contacting the appropriate national airline in order to obtain airfare sponsorship in exchange for applicable advertising/marketing opportunities.

7. Competition Timing

- 7.1 The following dates shall apply as to the Award
 - 7.1.1 The Award Administrator will distribute full information to all FIATA Association Members no later than **30 September each year**.
 - 7.1.2 FIATA Association Member selects the candidate and sends the "Advice of Candidate" Form to the Award Administrator to arrive no later than **31 January each year**.



- 7.1.3 Award Administrator sends Dissertation topic and other information about the format of the paper to the candidate no later than **15 February each year**.
- 7.1.4 Award Administrator to receive completed Dissertation no later than **30 April each year** (note: Dissertations received after this date will not be considered).
- 7.1.5 Marking by the Panel to be completed and Regional Winner selected by **30 June each year**.
- 7.1.6 Regional winners to be notified in the first week of **July each year**.
- 7.1.7 Regional winners to be invited to attend FWC for presentations of Certificate/Trophy in **September/October each year**.
- 7.1.8 The main element of the overall winner's prize i.e., the training period shall be taken by the International winner after the FWC at a mutually convenient time in the full year period after presentation of the Award.
- 7.1.9 **The above dates will be strictly adhered to and no extension of time will be granted.**

8. Special note about the candidate's age

- 8.1 It is intended that the Award candidate shall be no more than 32 years of age. Therefore, if the candidate is about to reach their 33rd birthday, this must be in the year of the competition, i.e. the candidate's 33rd birthday must be after 1 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 Panel is 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 and 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 Be between 4,000 and 6,000 words (see Dissertation and conclusion).
 - 9.3.3 Typed, double-spaced.
 - 9.3.4 The candidates name must not appear anywhere in the Dissertation.
 - 9.3.5 The Dissertation shall be submitted by e-mail (if under 10 Mb) or as a CD-ROM (if over 10 Mb).
 - 9.3.6 Assessment of all papers will take presentation into account.
- 9.4 Table of Contents
- 9.4.1 List of all headings, subheadings and appendices.
 - 9.4.2 This table of contents must break down the Dissertation and specify details as to paragraph and page location.
- 9.5 Introduction and Summary
- 9.5.1 A short outline of the Dissertation to inform the reader of the topic and issues.
 - 9.5.2 This introduction should be clear and concise setting out what the Dissertation seeks to address and what it achieves by bringing out the key features. It must be informative and understandable to a person 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 This will acknowledge any help you have been given in compiling or researching the paper.
- 9.7 Dissertation*
- 9.7.1 Description and valuation of the situation, discussion of problems, opportunities, faults, relevant issues, benefits, costs etc.
 - 9.7.2 Photographs or other scanned matter should not be included into the body of the Dissertation and should be put in Appendices.
 - 9.7.3 The Dissertation should demonstrate that the topic has been properly assessed and clearly understood. Candidates should use their knowledge of operations, people, finance and any other skills to bring together different kinds of information. Understanding of the practical consequences of making changes and overcoming implementation difficulties should also be shown in the Dissertation.



9.8 Conclusion

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

9.8.2 This element should flow logically from the analysis and evaluation in the main text and should take into account of any likely effects.

9.9 Bibliography and References

9.9.1 All references 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. should, wherever possible, be inserted as JPEG (or some other small electronic file) to the electronic Word file.

9.10.2 Appendices must not exceed 15 pages.

9.11 Candidate Form (see separate Word document)

9.11.1 Title of Dissertation

9.11.2 Candidate's name, position and company

9.11.3 Candidate's date of birth

9.11.4 Candidate's Reference Number

9.11.5 Date of completion of Dissertation

9.11.6 FIATA Association Member details

9.11.7 The Candidate Form, supplied as a separate document, should be completed in full and this is the only place where personal details are listed. Under no circumstance should your name, title or job description be included anywhere in the Dissertation.

*** Note:** The **4,000-6,000 (maximum 6,000) words** of the Dissertation are to be used on the issues listed in 9.7 and 9.8. Other elements do not have limits on the numbers of words used. 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 versions.**