

Rules & Regulations Fleet Europe Award 2017 Categories for International Fleet Managers

Art 1 - Organisation

The Fleet Europe Awards are organised by Nexus Communication (the organiser), editing and communication company of media platforms Fleet Europe www.fleeteurope.com and Global Fleet www.globalfleet.com. Nexus Communication is established in Belgium (Parc Artisanal 11-13, 4671 Blegny-Barchon) with VAT : BE 0841.998.206.

Art 2 - Description of the Fleet Europe Awards 2017

The Fleet Europe Awards are established to recognise the professional achievements of vehicle fleet managers based in Europe with international scope and responsibility.

With the organisation of the Fleet Europe Awards, Fleet Europe showcases, through different Award categories, the international fleet management profession by rewarding, depending on the Award category, a person, a team, or a company for their applied vehicle fleet management.

To be eligible, a vehicle fleet should comprise only four-wheelers that do not exceed 3.5 T in weight. Any other type of vehicle fleet will be considered ineligible or, if composed of a mix of vehicle types, should be subject to eligibility assessment by the jury President and other jury members, in light of the different Award categories' criteria.

The ceremony of the Fleet Europe Awards 2017 will take place in Estoril (Portugal) on December 6, 2017.

Awards 2017 categories for fleet managers:

FLEET EUROPE AWARDS

1. European Fleet Manager of the Year 2017

The European Fleet Manager of the Year Award rewards the person or the team responsible for vehicle fleet management on an European level (*see Art 3 - Eligibility*), having developed and implemented a European fleet management strategy leading to an optimised Total Cost of Ownership for its vehicle fleet and showing enhanced efficiency in line with the overall corporate strategy.

This Award category looks at the overall vehicle fleet management strategy and fleet efficiency approach, which means that, besides the aforementioned elements, all relevant topics driving vehicle fleet management today will also be taken into account, such as the balance between centralised and decentralised decision taking, Green & Sustainability, Safety and Driver Behaviour, Driver Satisfaction, Supply Management, Cost Transparency and Control and Alternative Mobility, in light of how they contribute to the overall strategy.

2. International Fleet Safety Award 2017

The International Fleet Safety Project of the Year is presented to a company that has successfully implemented a driver safety programme, within the framework of the CSR strategy and with a focus on driver behaviour. This Awards rewards a project or programme that improves the safety and limits incidents and accidents related to the vehicle fleet, whilst taking into account cost optimisation.

3. International Fleet Innovation Award 2017

The International Fleet Innovation Award will be given to a project that stands out in the field of fleet management innovation. Innovation in a specific field of fleet management (car policy, implementation, international organization, use of tools, green approach, safety approach, mobility approach, driver satisfaction...).

A project can be rewarded if the majority of the 2017 jury finds the innovative approach unique enough and helpful for fleet management optimisation on a wider scale. This Award shall be given at the discretion of the jury, meaning that, if the jury finds no project meets the aforementioned criteria, no International Fleet Innovation Award shall be granted.

GLOBAL FLEET AWARD

1. Global Fleet Manager of the Year 2017

New this year, is the dedicated award for fleet managers with global responsibilities. The person or the team, managing a fleet at global level in at least 2 continents across the globe and having most successfully developed a global fleet approach, will be rewarded with a dedicated "Global Fleet Manager of the Year" Award, presented by our sister platform Global Fleet.

SMART MOBILITY MANAGEMENT AWARD

1. International Fleet Mobility Award

The International Fleet Mobility Award is presented to a company that has successfully implemented a green project and/or initiative in efficient alternative mobility. The green and/or alternative mobility project combines eco-friendliness with employee productivity, customer satisfaction and cost optimisation.

Art 3 - Eligibility

- Each person or team of a company in a multinational environment (at least 3 countries) and involved in the decision making and management of the vehicle fleet in an international environment (at least 3 countries in Europe) is eligible.
- A fleet size of at least 350 vehicles is required.

- Candidates can choose to enter one or several Award categories. Based on their profile and dossier, the jury of the Fleet Europe Awards 2017 has the right to reward the candidate in another category of this year's Fleet Europe Awards.
- The Fleet Europe Awards 2017 are open to private companies only (all public administrations and institutions, NGOs and non-profit organisations are excluded as the nature of the companies are too different to compare)
- Laureates (1st prize) of the previous edition may not apply for awards in the same category.
- Product or service suppliers whose core business it is to sell to vehicle fleet managers are excluded from applying to the aforementioned Award categories. They should refer themselves to the International Fleet Industry Awards 2017, specifically intended for product or service suppliers for vehicle fleets.
- The candidacy concerns a person or a team. In case of a candidacy entered by a team, the jury requests to mandate at least one and the same representative during the entire process of the Fleet Europe Awards 2017.
- All communication during the Fleet Europe Awards 2017 is in English. Participants must provide all required information in English.
- By entering the Fleet Europe Awards 2017, candidates accept the Fleet Europe Awards 2017 Rules and Regulations and the selection process (for deadlines, refer to Art 6 – Registration):
 - Complete the application form and the official questionnaire (dossier).
 - Respect a pre-selection phase, based on defined and communicated criteria, in which the jury appoints the finalists.
 - When appointed finalist of the Fleet Europe Awards 2017, to present and defend the fleet management project (with a PowerPoint presentation) during a meeting with the jury on October 2017 (dates to be confirmed).
 - Answer the questions of the jury members during the interview process
 - The candidates agree to attend the official Fleet Europe Awards 2017 ceremony in Estoril (Portugal) on 6 December 2017, which will reveal the winners of the Awards.
- Registrations in all categories are free of charge.
- The costs related to travel and accommodation to participate in the jury meeting & Fleet Europe Award 2017 ceremony is at the charge of the candidate.

Art 4 - Jury

- The jury of the Fleet Europe Awards 2017 consists of international fleet managers, suppliers and experts in the fleet industry, and members of the Fleet Europe editorial team. Jury members are invited and appointed by Fleet Europe on an annual basis.
- The members of the jury commit to making themselves available on request as needed. By accepting their role as members of the jury they do commit to participate in all jury meetings in presence of candidates. Delegation is not permitted.
- Jury members shall never belong to the same group of companies as any of the candidates. If such situation might occur, the jury member will withdraw.
- The jury will come to its conclusions in all objectivity. The decisions will be based on judging elements that are defined by the organiser and communicated to each of the candidates.
- The decisions of the jury are final.
- No external explanation or justification will be given concerning the rules of the competition, the organisation of the election or the deliberations of the jury.

- The jury works with a President who is appointed by the organiser. The presidency is linked to the person not to the company he or she represents. **Michiel Alferink**, Vice President International Commerce & Sales at Athlon Car Lease, is the President of the Jury for the Fleet Europe Awards 2017. The responsibilities of the President of the jury entail:
 - Ambassadorship of the Fleet Europe Awards. The President of the Jury will maintain a neutral attitude, and will refrain from a commercial approach to the proceedings.
 - Presiding over the Jury according to the rules established for the Fleet Europe Awards by Nexus Communication. He will ensure that the rules are respected and enforced during the preparatory phase, the interview sessions, and the deliberation process.
 - Actively seeking out and vouching for valid candidates eligible for each of the Award categories, and encouraging, inspiring and guiding all other Jury members to do the same.
 - Actively formulating proposals to the organiser to improve the quality of the process, the prizes, and the candidates' profiles.
- The jury President is assisted by the organiser for the following tasks :
 - ✓ Plans and coordinates the jury members meetings
 - ✓ Assures the jury members are actively involved in the process, the search for candidates, the evaluation process and promotion of the Fleet Europe Awards 2017
 - ✓ Communicates on the actions and decisions taken, and the initiatives to take
 - ✓ Assures a follow up of the candidates and nominees
 - ✓ Explains during the Fleet Europe Award 2017 ceremony the process and highlights related to this year's Fleet Europe Awards process, the candidates and nominees.

Art 5 - Confidentiality

- All of the jury members are subject to the rules of ethics. They commit to no disclose any information concerning candidates, dossiers or results of the election.
- The jury members will keep all information provided by the candidates confidential and are bound by a Non-Disclosure Agreement.
- The jury members will not use the information received as a sales opportunity.
- Contestants in the Fleet Europe Awards 2017 give their agreement to Nexus Communication to use the information of their registration form as announcement of the Fleet Europe Awards 2017 in the Fleet Europe magazine and on the website www.fleeteurope.com. Participants give their agreement to appear with their name, photo and information provided within the framework of the competition.
- Winners of the Fleet Europe Awards give permission to Fleet Europe to explain their case study and fleet management approach to the Fleet Europe community in various publications after the Fleet Europe Awards 2017 ceremony.

Art 6 - Registration

- Candidates to the Fleet Europe Awards 2017 must apply before 15 September by using the application form available on <http://forum.fleeteurope.com/programme/awards/>.
- The candidates are informed by the organiser – on behalf of the President of the Fleet Europe Awards jury - about the validity of their candidacy upon application and the necessary next steps.

- The organiser – on behalf of the President of the Fleet Europe Awards jury - sends the official Fleet Europe Awards questionnaire and all related documents for the constitution of the dossier to the respective candidate.
- The complete candidacy the dossier must be entered by September 22, 2017. It must be emailed or sent to:
FLEET EUROPE AWARDS 2017
Laura Petit, lpetit@nexuscommunication.be
Fleet Europe - Nexus Communication
Parc Artisanal 11/13 - 4671 Blegny-Barchon, Belgium
Tel: +32 4 387 87 52

A candidate or third party can also recommend other candidates who could be included in the Fleet Europe Awards 2017. The nominations can be sent to FLEET EUROPE AWARDS 2017
Laura Petit, lpetit@nexuscommunication.be
Fleet Europe - Nexus Communication
Parc Artisanal 11/13 - 4671 Blegny-Barchon, Belgium
Tel: +32 4 387 87 52

Should potential candidates have any question about their candidacy or about the competition, more information can be obtained from the organiser of the Fleet Europe Awards 2016

Art 7 - Overall values and assessments

The following values are used by the jury as guidelines for the assessment of the dossiers:

- Professionalism & knowledge
- Management & communication
- Innovation & creativity
- Development & implementation
- Be the ambassador for the international fleet management project within the company

During the assessment of the dossiers, the jury will examine, among others, the following elements:

Global and European Fleet Manager of the Year 2017

- International fleet management strategy and objectives
- Car policy harmonisation
- Implementation
- Selection and evaluation of partners/suppliers
- Knowledge and control of the TCO
- KPIs and fleet management results
- Fleet cost analysis / tools for fleet management and reporting
- Strategy towards Corporate Social Responsibility / Sustainable Fleet Management & Safety Management
- Personal contribution and/or achievements in the international fleet management project

International Fleet Mobility Award 2017

- General vehicle fleet strategy
- Objective of Mobility Strategy
- Alternative Mobility strategy of the company
- Alternative Mobility project: scope, goals, road map
- Extent to which the implementation of the Alternative Mobility project contributes to a more efficient and cost effective fleet management
- Impact on driver satisfaction
- Tangible results linked to the Alternative Mobility project
- Future steps in Alternative Mobility strategy

International Fleet Safety Award 2017

- Safety/Driver Behaviour strategy of the company linked to the corporate vehicle fleet strategy
- Key elements of the project in relation to Safety and/or Driver Behaviour: scope, goals, road map
- Extent to which the implementation of the safety and/or Driver Behaviour project contributes to a more efficient and cost effective fleet management
- Impact on driver satisfaction and driver implication
- Tangible results of safety programme and improvement of driver behaviour
- Future steps in Safety & Driver Behaviour

Art 8 - Process and timing

- Contestants apply before 15 September, 2017, by using the official Application Form. The organiser – on behalf of the Jury President - confirms the validity of the application to the candidates.
- Contestants send their complete dossier based on the official Fleet Europe Awards 2017 questionnaire to Laura Petit, (lpetit@nexuscommunication.be) by 22 September, 2017.
- Based on the received questionnaires, the jury will organise a pre-selection on 22 September 2017 to decide on the finalists of the Fleet Europe Awards 2017. This pre-selection will be organized using a pre-selection grid with criteria to decide on by the jury members for each of the candidates.
- Final contestants are invited to present and defend their candidacy dossier (1 hour per candidate) during a jury meeting that will take place on October 2017 (dates and place to be confirmed)
 - 1st part: presentation of fleet management project by candidate
 - 2nd part: interview by the jury (Q/A session)
 - The exact timing and place of the jury meeting is confirmed to each candidate by September 20, 2017.
- All final contestants are invited to the Fleet Europe Awards 2017 ceremony on December 6 in Estoril (Portugal).

Art 9 – Awards election and Fleet Europe Awards Ceremony

- The best projects (with a maximum of two – winner and runner-up) are rewarded in each category of the Fleet Europe Awards 2017 for international fleet managers. The voting process will be based on guidelines defined by the organiser that reflect the

forementioned values and assessment criteria (see Art 7 – Overall values and assessments).

- The results are announced on 6 December, 2017, during the ceremony organised by Fleet Europe in Estoril, Portugal.
- The organiser asks all nominees to be present at this event. If there is any reason why a nominee cannot attend, a colleague or other nominated person should be delegated to receive the prize on behalf of the nominee.

Art 10 - Acceptance of rules

- Entering the Fleet Europe Awards 2017 entails acceptance of its rules and regulations and the decisions of the judges.
- Any attempt at fraud or corruption will be punished by expulsion from the competition.
- Printing or typing or spelling errors will not give rise to any obligation whatsoever on the part of Nexus Communication.
- Contestants in the Fleet Europe Awards 2017 give their agreement to Nexus Communication to use the information of their registration form as announcement of the Awards in the magazine and on the website www.fleeteurope.com. Participants give their agreement to appear with name, photo and information provided within the framework of the competition.
- By their participation in the Fleet Europe Awards 2017, the authors (contestants) undertake to guarantee the organisers against any claims that might be made against them.
- The organisers may not be held responsible in cases of dispute or litigation.
- The decisions of the judges are not susceptible to appeals at any stage of the contest.