



## ACI Africa Human Resources Excellence Award



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# *ACI Africa Human Resources Excellence Award*

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## **1. Context**

The Strategic Plan 2020 – 2024 of ACI Africa emphasizes, among others, on the development of professional skills, gender equality and sustainable development in Africa.

Furthermore, the COVID-19 pandemic has highlighted the crucial role played by human resources management at our airports. Human capital is the primary asset of our airports, and the resilience of the sector depends on the ability of our human resources to adapt, prepare for the future, and take into account the major concerns of society while remaining competitive and attractive to the younger generations.

In this context, ACI Africa has decided to create a Human Resources Excellence Award which will reward each year the airports which have distinguished themselves in this field.

## **2. Objectives**

The goal for implementing an HR Excellence Award is to recognize the importance of human resources management in airport performance. This recognition will be used to:

- Encourage airport managers to include in their corporate strategy an approach on the United Nations Sustainable Development Goals, particularly those relating to gender equality (SDG5) and decent work and economic growth (SDG8),
- Encourage decision-makers to put in place innovative initiatives for the benefit of staff to achieve the airport's strategic objectives,
- Support competency building in the African airport sector,
- Encourage the efforts of airport personnel,
- Share best practices in terms of HR management in the airport community,
- Give visibility to airports leaders in HR fields,
- Develop a culture of excellence in airport management in Africa,
- Showcase the contribution of airports to the development of our region, and
- Lead by example and position the airport industry as a model in the continent regarding diversity, gender equality and sustainable development.

## **3. ACI Africa HR Recognition Categories**

In order to consider the financial capacities which may vary from one structure to another and remain fair, the HR Excellence award will be given in different categories depending on the number of permanent/direct employees of the company. Depending on the number of applications, the categories could be amended by the panel in a spirit of fairness and equity.

## 4. Criteria for the Awards

The assessment for the HR Excellence Awards will be based on the performance of the company in the following main areas:

- HR Policy, procedures and manuals
- Diversity and Gender Equality
- Capacity building
- Sustainability

The evaluation will assess the existence and wide distribution of different policies and commitments and analyze performance based on key indicators (KPIs). Different policies or commitments can exist separately or in the same document.

The following list is indicative of the documents to be attached when applying for the award:

### Basic requirement

HR Policy, Procedures, Manuals and Guidelines

### Diversity and Gender equality

Gender Equality Policy/Commitment/Charter

ACI Africa Gender Equality KPIs dashboard for the last 3 years, i.e. 2018, 2019 and 2020.

### Competency Building

Training Policy

Company KPIs on training and its effectiveness (to be provided by participant)

### Sustainability

Sustainability Policy

Sustainability KPIs (to be provided by participant)

### Miscellaneous

The assessment will also consider the various projects and initiatives aimed at improving the working environment for employees, facilitating the work of women and the integration of young people, mentorship programs, openness to the academic and industrial world, MoUs and partnerships, hosting professionals from other airports, actions undertaken for the benefit of communities, and raising awareness among airport stakeholders on sustainable development, etc.

The participating airport member can briefly outline those initiatives for the past 3 years in the form of a **4-page maximum document, or a PowerPoint presentation of 08 slides maximum or a short video of 2 minutes maximum.**

## 5. Application Process

Applications are invited from Regular Airport Members of ACI Africa.

The application process follows several steps. The invitation to participate to the HR Excellence Awards is launched through email by the Secretary General of ACI Africa, addressed to all airport members of the association, indicating the start of the process, and inviting members to submit their proposal by filling in the application form, including the table of KPIs, and submitting the required documents.

The application will be done online by sending the application form duly completed and signed by the General Manager or CEO, with the relevant attachments to: [atounsi@aci-africa.aero](mailto:atounsi@aci-africa.aero) with copy to [rbhoyroo@aci-africa.aero](mailto:rbhoyroo@aci-africa.aero)

ACI Africa will send a confirmation email to acknowledge receipt of the application for all applications received before the specified deadline.

If the participating airport member does not receive the acknowledgment email three working days after submitting the application, they are advised to contact the ACI Africa regional office.

The winners will be contacted by email to inform them of the results.

The participating airport members agree that the results will be made public for the purpose of the communication strategy of ACI Africa.

All participating airport members will be rewarded with free training courses by ACI Africa.

The awards will be presented each year at the ACI Africa Annual General Assembly.

## 6. Jury Panel

The jury in charge of evaluating the submissions will be composed of:

- A representative of the Board of Directors of ACI Africa
- Secretary General of ACI Africa
- Director Strategy and Business Development of ACI Africa
- A representative of the HR Committee of ACI Africa
- The Secretary of the HR Committee of ACI Africa

Whenever possible, ACI Africa will appoint a different Board member each year and preferably one not participating in the award. The same applies to the representatives of the ACI Africa HR Committee.

The participating airport member for the HR Excellence Awards accepts that ACI Africa and / or the panel of judges have full authority to make final decisions on all matters relating to the ACI Africa HR Excellence Awards without obligation to disclose the reasons of their decision.

## **7. Application dates for the year 2021**

The deadline for receipt of applications is **Monday 30 August 2021**.

For more information and/or clarification, please send an email to: [rbhoyroo@aci-africa.aero](mailto:rbhoyroo@aci-africa.aero)

## **8. Annexes**

- **Application form**
- **KPIs for Gender Equality**



# ACI Africa HR Excellence Award Application Form 2021

The completed form must be sent before Monday 30 August 2021 by email to: [atounsi@aci-africa.aero](mailto:atounsi@aci-africa.aero) and copy to [rbhoyroo@aci-africa.aero](mailto:rbhoyroo@aci-africa.aero)

Name of Airport Member:	
Address:	
Country:	Sub-region:
Membership dues/contribution paid for 2020? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>HR Excellence Award Application documents</b> <i>(Please check the box for the documents attached to this application)</i>	
	HR Policy/ HR Manual guidelines
	Gender Equality Policy/ Commitment/ Charter
	Training Policy
	Sustainability Policy
	ACI Africa Gender Equality KPIs (See Annex)
	Training KPIs
	Sustainability KPIs
	Initiatives and projects (document, ppt or video)
<b>Focal point of the airport member regarding the HR Excellence Award</b>	
Surname:	Name:
Function/Title:	Signature
Email:	
Mobile/WhatsApp number:	
<i>The company/organization</i>	
<b>Managing Director (CEO) of the company/organization:</b>	
Surname:	Name:
Function/Title:	Signature and stamp

\* ACI Africa Membership dues for the year 2020 shall be paid before applying for the HR Excellence Award

## METRICS FOR CALCULATION OF GENDER EQUALITY KEY PERFORMANCE INDICATORS

PROVIDE NAME OF AIRPORT MEMBER

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N°	GENDER EQUALITY KPI	CALCULATION METHOD	SOURCE DATA TO BE PROVIDED FOR EACH YEAR 2018, 2019 AND 2020	2018	2019	2020
1	Ratio Women to Men in company	Number of Women employees divide by number of Men employees for each year examined	Total number of Women employees in the company			
			Total number of Men employees in company			
2	Ratio of Women to Men in managerial positions in company	Number of Women Managers divide by Number of Men Managers for each year examined	Total number of Women in management positions (junior, middle or senior) in the company			
			Total number of Men in management positions (junior, middle, senior) in the company			
3	Woman in CEO or DG position in the company	Indicate whether a Woman is a Chief Executive or Director General for each year examined	Indicate by Yes or No, whether a Woman is at the head of the company			
4	Ratio of Women to Men recruited as employees	Number of Women recruited divide by Number of Men recruited for each year examined	Number of Women recruited on permanent or contract basis			
			Number of Men recruited on permanent or contract positions			

5	Ratio of Women to Men recruited at managerial positions in company	Number of Women recruited at management positions divide by the Number of Men recruited at management positions for each year examined	Number of Women recruited in management positions on permanent or contractual basis			
			Number of Men recruited in management positions on permanent or contractual basis			
6	Ratio of Women receiving formal training in company	Number of Women receiving a formal training divide by the Total number of employees receiving a formal training for each year examined	Number of Women receiving formal training			
			Number of Men receiving formal training			