

مواصلات الإمارات
Emirates Transport

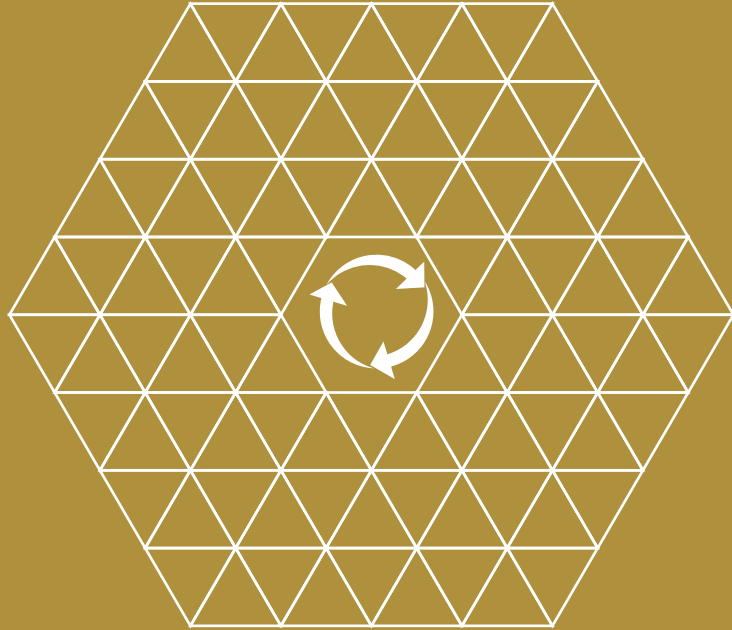


League of Innovators Guidebook



دوري المبتكرين League of Innovator

بيئة خلاقية وابتكار متجدد Creative Environment & Innovation
الموسم الثاني 2016 - 2015 The Second Cycle



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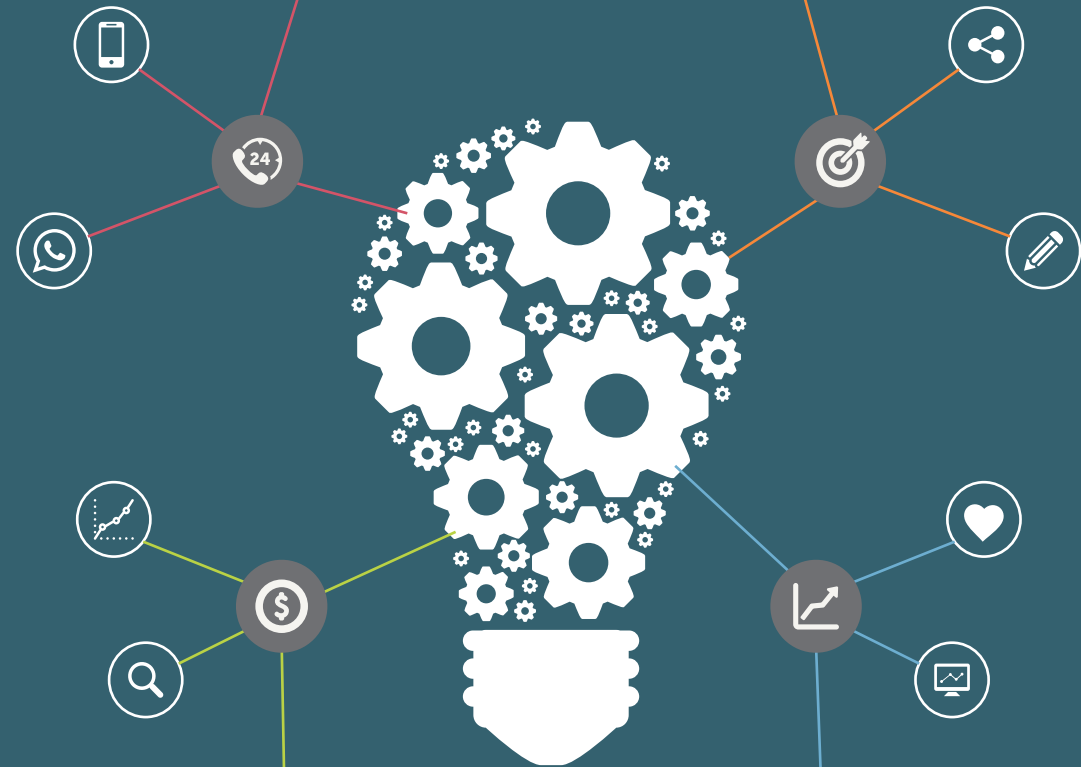
From the words of his Highness Mohammed bin Rashid Al Maktoum Vice President and Prime Minister of UAE, and Ruler of Dubai, the national strategy for innovation is a national priority for development, a main tool for vision, and an umbrella that embraces '2021 achieving power and the special as well as effective staff in UAE. We have and still call for innovation in all fields, and today we want to apply this innovation through a national strategy for creativity that will work to offer real products and services improving life and pushing the economy to new horizons. Emirates Transport (ET) has sought to adopt and apply standards of innovation and creativity through developing the "League of Creators" initiative into the "League of Innovators" to include innovation in services within its new items. The idea would be evaluated and qualified for winning after pilot application and confirming its feasibility. ET employees will compete in the institutional development operations, while giving the chance to the participation of a limited number of members from outside the institution from the concerned categories in the .league teams

Mohd. Abdullah Al Jarman
General Manager



Innovation

Is a process of creating and delivering treatments and solutions to resolve identified problematic and weak points in a particular field.



Main objectives:

Through the League of Innovators, ET aims at achieving the following objectives:

- Compatibility with UAE's strategy for innovation and the fourth generation for the institutional excellence system.
- Encouraging one-team spirit work.
- Leadership in initiatives that support institutional innovation and creativity.
- Procedures development and improvement of services in an innovative way.
- Saving cost, effort, and time.
- Elevating employee satisfaction level.
- Creating an innovation and creativity culture for employees.
- Improving a creative method to gather innovation and creativity of employees to be considered as an intellectual and industrial property rights.
- Encouraging and boosting employees to participate in institutional development.
- Finding employees' efficiencies in the institution and utilising their creative talents.

Field of application:

League of Innovators guide is applied on all the concerned categories, internally or externally.

Working and application mechanism for the League of Innovators:

- The senior leadership team sets the league subject, which aims at innovation in services, contributing to the support of the strategic investment goals of the institution, represented in revenues and profit growth.
- Announcement of the League of Innovators in ET through the different communication channels as per the targeted annual date.
- Door for participation of employees is opened, with the aim of creating work teams, for two weeks starting from the announcement date of the league.
- The teams compete through four phases as follows:

Phase one: Idea proposal:

- Phase one extends for one month from the launching date of the league.
- The work teams will choose an idea and statement for the current status, while explaining the idea and the expected results of execution.
- Proposals are sent to the panel of judges in the fourth week of phase one maximum. Proposals are then evaluated as per the standards given below:

No.	Standard	Weight
1	Idea suitability, ease of application, and expected benefit	50
2	Innovation and creativity level in the proposed services	50

- (A maximum of) 10 teams are qualified for the next phase according to the evaluation grading.

Write down your idea



Phase two: Feasibility study and work plan:

- Phase two extends for one month from the end date of phase one.
- The participating teams present a detailed feasibility study on the innovation subject and its outcome clearly, backing their study with numbers and tangible as well as expected results.
- The suggestions are sent to the panel of judges in the fourth week of phase two, and the best ideas are evaluated as per the standards given below:

No.	Standard	Weight
1	The level of idea contribution in achieving the strategic goals of the institutio	20
2	Clearness of idea implementation phases, work plan, and the necessary resources for execution.	30
3	Calculating the expected revenue: -Tangible results (increase in revenues, increase in profits, decline in expenditures, etc). -Non-financial results (decline in carbon footprint, increase in client satisfaction, increase in employees' satisfaction, etc).	50

- (A maximum of) 5 teams are qualified for the next phase as per evaluation grading.

Action Plan



Phase three: Initial service model implementation:

- Phase three extends for three months from the end date of phase two.
- AED 10,000 are allocated as a maximum amount in case the proposal implementation needed financial resources, as per the feasibility study of the qualified teams for this phase.
- The proposals are sent to the panel of judges in the fourth week of the Initial service model implementation phase and are evaluated as per the standards given below:

No.	Standard	Weight
1	Novelty and originality of the service	35
2	Conformity with the best international practices and quality specifications.	35
3	Ease of application.	30

- Three teams are qualified for the next phase as per evaluation grading.

Implementing The Model

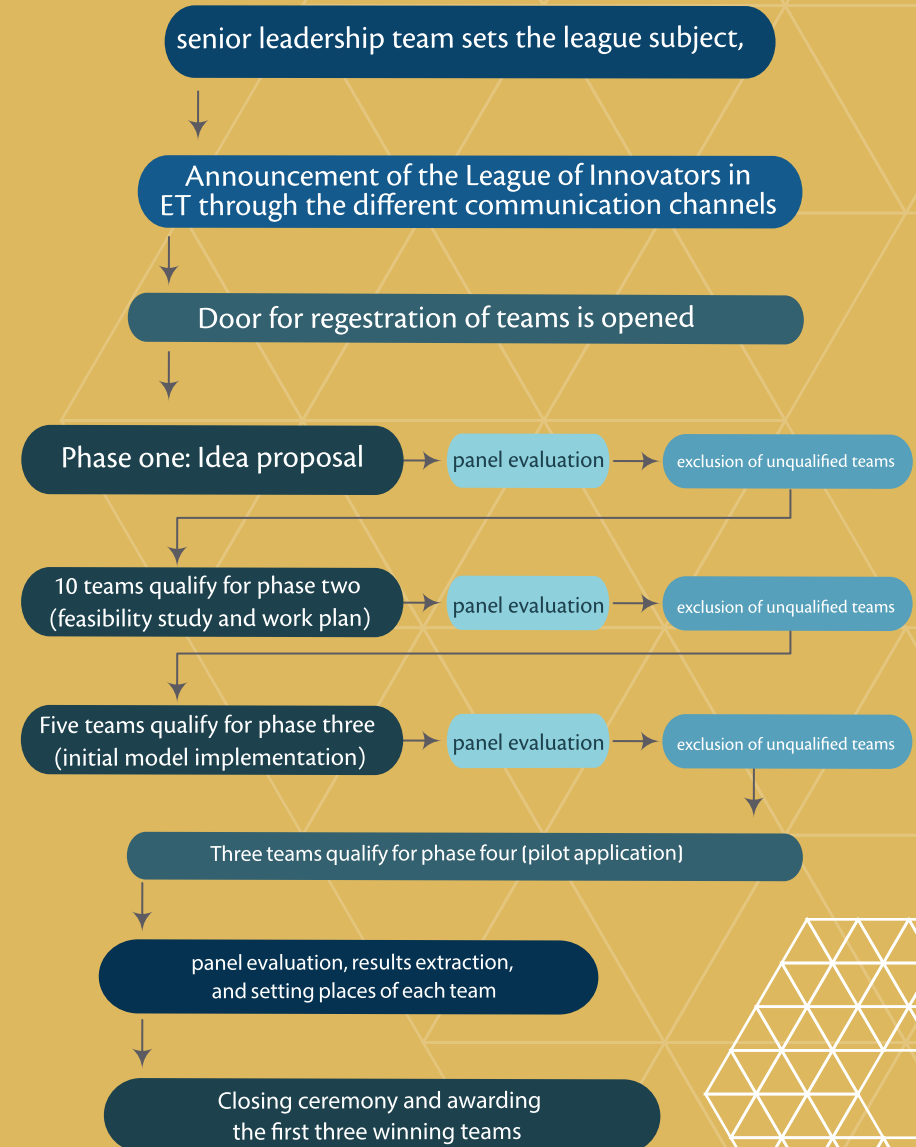
Phase four: Pilot application:

- Phase three extends for one month from the end date of phase three.
- The panel of judges evaluates the initial innovation model and measures the impact of pilot application after the phase duration is over, through the following indicators:

No.	Standard	Weight
1	Time needed for the application of the developed/upgraded services.	20
2	Calculating the expected revenue: - Tangible results (increase in revenues, increase in profits, decline in expenditures, etc). - Non-financial results (decline in carbon footprint, increase in client satisfaction, increase in employees' satisfaction, etc).	50
3	Achieving client and employees' satisfaction or any indicators or other results that boost results measurement.	30

The first three winning teams with the highest grading in all the phases are honored during the closing ceremony according to the allocated amounts.

Initiative Steps:



League of Innovators panel of judges:

A specialised team will supervise the evaluation of innovations and creativities of the league. The team is formed through a decision by the general manager called League of Innovators panel of judges. Its members are representatives from administrations, departments, centres, and branches.

The panel's specialisations are as follows:

- The panel conducts the initial evaluation for the proposed suggestions.
- The panel of judges can ask for the help of those with expertise of those it sees suitable from inside or outside the institution when evaluating the innovative or creative proposals.
- The final results and the panel's recommendations are presented to the general manager for the final authorisation.
- The presented proposals in each phase of the competition and the winners are announced on the internal site of ET to ensure transparency and employees' participation.

Participation conditions in the League of Innovators

- The team must include members from the organizational unit itself or from different organizational units.
- The head and vice head of each team are chosen by the team members.
- The members of one team should not be more than 10 members maximum, distributed as follows:
- 7-5 members are chosen from the institution, so that each team has a member from the specialised technical categories, drivers, or supervisors.
- A maximum of one to three members are chosen from outside the institution as follows:
 - 1- One member is chosen from the concerned categories (partner, client, or supplier) – optional.
 - 2- One member is chosen from educational institutions (university, college, or high school students) – optional.
 - 3- A member of the society, with expertise in the field, joins – optional.
- A name is chosen for each team to indicate creativity and innovation.
- A slogan is chosen for each team.

Tasks and assignments for the participating team members:

1. Team head:

- Leads the team meetings and represents the team in front of the arbitration committee.
- Plans for the work assigned for the team and distributes tasks and terms of reference on the members.
- Ensures team communication internally and externally to achieve the team goals.
- Resolve conflicts of opinions among the team members.
- Authorise proposal models.

2. Team vice head:

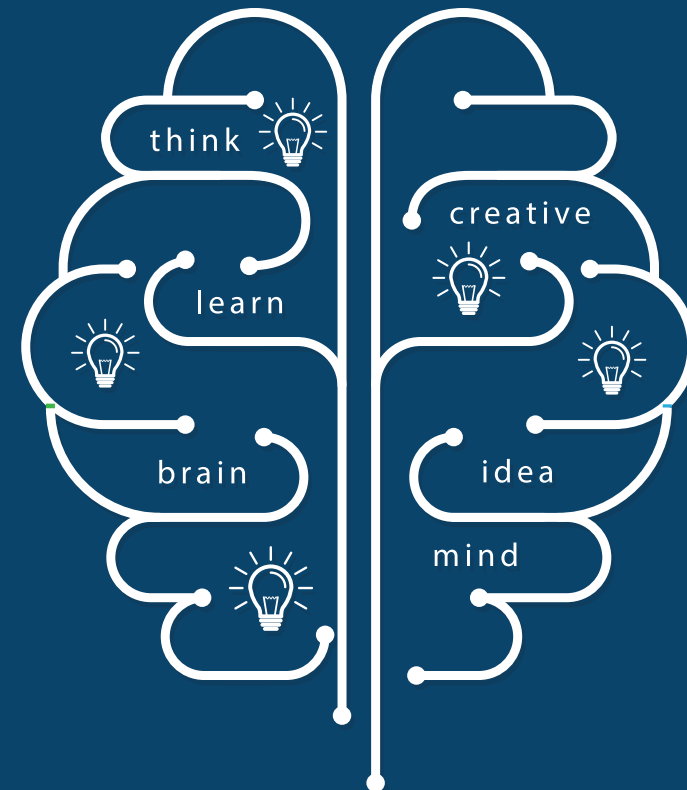
- Takes the head's responsibilities if absent or through assignment, or when the head is not being able to carry out his duties.

3. Team reporter:

- Prepare work schedule for the team.
- Present the subjects needed for research to the team members.
- Coordinate for meetings and document the proposed ideas.
- Organise the writing works, records, and filing.
- Present reports to the panel of judges for evaluation.

Advantages and incentives:

- The first three winning teams are awarded a financial prize of value, which is determined by a decision from, the League of Innovators panel of judges, with certificates of appreciation and league shield.
- All participants are given certificates of appreciation.
- The winning teams are given priority in representing the institution in the local and international prizes related to the field.



Innovation

“Must become a ritual of government work; a daily practice and a solid organisational culture. The new government goal is to become the most innovative in the world.”

Forms

Formation/re-formation form for the League of Innovators teams

Team name

Team slogan

No.	Financial No.	Member name	Job title	Organisational unit	Participant (outside /inside)	Description
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Team reporter signature

Team head authorisation

Innovation evaluation form

Idea proposal

Innovation evaluation form

Feasibility study and work plan

Phase one : Idea proposal

Evaluator name:

Date:

No.	Standard	Weight	Idea number												
			1	2	3	4	5	6	7	8	9	10			
1	Idea suitability, ease of application, and expected benefit														50
2	Level of innovation and creativity in the proposed services														50
Total															

Phase two : Phase two: Feasibility study and

Evaluator name:

Date:

No.	Standard	Weight	Idea number												
			1	2	3	4	5	6	7	8	9	10			
1	The level of idea contribution in achieving the strategic goals of the institution.	20													
2	Clearness of idea implementation phases, work plan, and the necessary resources for execution	30													
3	Calculating the expected revenue: - Tangible results (increase in revenues, increase in profits, decline in expenditures, etc). - Non-financial results (decline in carbon footprint, increase in client satisfaction, increase in employees' satisfaction, etc).	50													
Total															

Panel member signature

Panel of judge's president signature

Panel member signature

Panel of judge's president signature

Innovation evaluation form

Initial model implementation

Phase three: Initial service model implementation

Evaluator name:

Date:

No.	Standard	Weight	Idea number											
			1	2	3	4	5	6	7	8	9	10		
1	Novelty and originality of the service..	35												
2	Conformity with the best international practices and quality specifications.	35												
3	Ease of application.	30												
Total														

Panel member signature

Panel of judge's president signature

Innovation evaluation form

Pilot application

Phase four: Pilot application

Evaluator name:

Date:

No.	Standard	Weight	Idea number											
			1	2	3	4	5	6	7	8	9	10		
1	Time needed for the application of the developed/updated services.	20												
2	Calculating the expected revenue: - Tangible results (increase in revenues, increase in profits, decline in expenditures, etc). - Non-financial results (decline in carbon footprint, increase in client satisfaction, increase in employees' satisfaction, etc).	50												
3	Achieving client and employees' satisfaction or any indicators or other results that boost results measurement.	30												
Total														

Panel member signature

Panel of judge's president signature

Collective Statement of League of Innovators ideas

Student participation form in the League of Innovators

No.	Idea title	Idea details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Team head authorisation

Team reporter signature

As per the available opportunities for high school and university students regarding participation in the League of Innovators, I would like to apply for participation in the initiative with

Team:

Name

Nationality

Date of Birth

School/university

Educational level

Specialisation

Address

Phone

Team head remarks

Request approval

Signature:

Date:

Request rejection, with reasons

Authentication:

Date:

Required documents

Passport copy

ID copy

Continuing education certificate copy

Clients/public participation form in the League of Innovators

As per the available opportunities for the external categories/public regarding participation in the League of Innovators, I would like to apply for participation in the initiative with

Team:

Name

Nationality

Date of Birth

Education level

Company name

Phone

Address

E-mail

Team head remarks

Request approval

Request rejection, with reasons

Signature:

Date:

Authentication:

Date:

Required documents

Passport copy

ID copy



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