

GBN Admission Questionnaire for New Members

## Introduction

All prospective members of the GBN are required to complete the following questions. Once your organisation has completed the questionnaire it will be circulated to all current GBN members to obtain their approval of your membership.

For more information on the GBN please refer to the GBN website – [www.globalbenchmarking.org](http://www.globalbenchmarking.org). In particular, please read the GBN’s “Memorandum of Understanding”.

## GBN Applicant Contact Details

|  |  |
| --- | --- |
| **Name of Organization:** |  |
| **Legal form:** |  |
| **Address:** |  |
| **Web:** |  |
| **Director / CEO Name (Mrs./Mr.):** |  |
|  |  |
| ***Prime contact person for GBN*** |  |
| **Name (Mrs./Mr.):** |  |
| **Address:** |  |
| **Phone:** |  |
| **Fax:** |  |
| **E-Mail:** |  |
|  |  |
| ***Second contact person for GBN*** |  |
| **Name (Mrs./Mr.):** |  |
| **Phone:** |  |
| **Fax:** |  |
| **E-Mail:** |  |
|  |  |
| **Which current GBN Member was most influential in encouraging your organisation to apply for GBN membership?** | **None** **or****Name of the current GBN Member:** |

## Organisation Profile

|  |  |
| --- | --- |
| ***1. Foundation and Description***  |  |
| What year was your organisation formed and what are its main activities.  |
| ***2. Vision*** |  |
| What is your organisation’s vision? The vision of the organization is a statement about the aspired status of the organization in the future (e.g. to be an internationally recognized leader in business excellence in your nation) |
| ***3. Mission*** |  |
| What is your organisation’s mission? The mission of the organization describes how it will reach the vision (e.g. through educating organisations on how to apply benchmarking) |
| ***4. Number of Members*** |            |
| ***4.1 No. of Corporate members:******4.2 No. of Individual members:*** |
| ***5. Target Market*** |       |
| Does your organisation focus its services on a specific sector or size of organisation?  |  |

## Benchmarking services and willingness to share

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Definition** | **Number of projects** (subject, topic) **over the last two years**  | **Is your centre willing to share this knowledge** (please answer with yes or no) |
| **1. One-on-one Benchmarking Study** | Leading or facilitating a best practice benchmarking project for an organisation. The project would follow a complete benchmarking methodology (identifying benchmarks and best practices).  |  |  |
| **2. Consortium Study** | A group of companies share resources in order to have a benchmarking study conducted on their behalf. |  |  |
| **3. Common Interest or Discussion Group** | A group of organizations (often with a common interest) meet regularly and share information on specific practices or processes (but do not follow a structured benchmarking approach).  |  |  |
| **4. Commissioned Surveys**  | Surveys designed on the behalf of an organisation or group organisations to be sent to many organisations in order to identify benchmarks or best practices. The data are often used to identify organisations that excel.  |  |  |
| **5. Self-assessment surveys (off-line)** | Surveys designed to assist organisations in assessing their own performance/processes. Usually, a feedback report is provided that shows how the organisation performs against standards or benchmarks.  |  |  |
| **6. Self-assessment surveys (on-line)** | On-line surveys designed to assist organisations in assessing their own performance/processes. Usually, a feedback report is generated automatically that shows how the organisation performs against standards or benchmarks.  |  |  |
| **7. Benchmarking on  Secondary** **Research** | A structured research study focusing on process, metrics, sample companies, etc. by drawing on secondary data alone. |  |  |
| **8. Benchmarking Projects (not addressed by questions 1 to 7 )**  | What projects have you completed over the last two years and which ones are your currently working on? |  |  |
| **9. Research on Benchmarking** | Do you undertake special benchmarking research (e.g. research into a new benchmarking method, or research on how benchmarking has been applied)  |  |  |
| **10. Benchmarking Information Service (off-line)**  | Do you provide an information service for your members that is off-line (e.g. providing publications and videos, benchmarking books, magazines, best practice articles/case studies.) |  |  |
| **11. Benchmarking Information Service (on-line)** | Do you provide an information service for your members that is on-line via a website portal (e.g. providing benchmarks, best practice articles/case studies, benchmarking information) |  |  |
| **12. Newsletters** | Do you provide your members and/or partners with regular information about your organization and it’s activities? (e.g. regular printed or electronic newsletters) |  |  |
| **13. Training** | What kind of training possibilities do you offer to your members or clients (e.g. benchmarking training, workshops, benchmarking seminars)? |  |  |
| **14. Benchmarking Awards** | Do you have any special awards that are related to benchmarking? |  |  |
| **15. Benchmarking Definition (General statement)** | What is your definition of benchmarking? Please give a short description of your view of benchmarking (e.g. "Benchmarking is the continuous, systematic search for and implementation of best practices which lead to superior performance.") |  |

## Memorandum of Understanding and Fees

The memorandum of understanding defines how the GBN operates and the expected contribution of its members. Please confirm the following

1. Have you read and understood the Memorandum of Understanding Yes/No

2. Does your organisation agree to abide by the Memorandum of Understanding Yes/No

3. Have you read and understood the BM Code of Conduct Yes/No

4. Does your organisation agree to the BM Code of Conduct Yes/No

5. If your application is approved does your organisation agree to pay an entry fee
and a yearly membership fee
(According to requested membership status - see [MoU](http://www.globalbenchmarking.org/fileadmin/user_upload/GBN/03_PDF/Admission_Procedure/GBN_MOU_2017_v10.pdf)) Yes/No

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you very much for your cooperation!**

Once you have completed the questionnaire, please return it to the following address.

**GBN Secretariat**

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c/o Fraunhofer IPK

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**10587 Berlin**

Germany

Phone: +49 (0) 30 / 390 06-304

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