

GBN Application Form for Country Representatives

## Introduction

Prospective Country Representatives are invited to complete the application form. Once you have completed the form it will be circulated to all current GBN members to obtain their approval of your membership.

Documents that prospective new members should read:

* GBN Memorandum of Understanding
* Benchmarking Code of Conduct

These are available at <https://www.globalbenchmarking.org/>

## GBN Applicant Contact Details

|  |  |
| --- | --- |
| **Name of Organization:** |  |
| **Address:** |  |
| **Website:** |  |
| **Director / CEO Name (Mrs./Mr.):** |  |
|  |  |
| ***Prime contact person for GBN*** |  |
| **Name (Mrs./Mr.):** |  |
| **Address:** |  |
| **Phone:** |  |
| **Linked-In:** |  |
| **E-Mail:** |  |
|  |  |
| ***Second contact person for GBN*** |  |
| **Name (Mrs./Mr.):** |  |
| **Phone:** |  |
| **Linked-In:** |  |
| **E-Mail:** |  |
|  |  |
| **Which organisation or person was most influential in encouraging you to apply for GBN membership? If more than one, please list.** | **None**  **or**  **Name of the person or organisation that encouraged you to join:** |

## 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***  If your services include a membership component, please indicate: |  |
| ***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). |  |  |
| 1. **Consortium Study** | A group of companies share resources in order to have a benchmarking study conducted on their behalf. |  |  |
| 1. **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). |  |  |
| 1. **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. |  |  |
| 1. **Self-assessment surveys** | 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. |  |  |
| 1. **Benchmarking Projects** | How many and what types of projects have you completed over the last two years and which ones are your currently working on? |  |  |
| 1. **Research on Benchmarking/**   **Best Practices** | Do you undertake benchmarking/best practice research? |  |  |
| 1. **Benchmarking Information Service** | Do you provide a benchmarking/best practice information service for your members that is (e.g. providing website, databases, publications and videos, benchmarking books, magazines, best practice articles/case studies) |  |  |
| 1. **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) |  |  |
| 1. **Training** | What kind of training do you offer to your members or clients (e.g. benchmarking training, workshops, benchmarking seminars)? |  |  |
| 1. **Benchmarking Awards** | Do you have any special awards that are related to benchmarking? |  |  |
| 1. **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. Does your organisation agree to abide by the Memorandum of Understanding Yes/No

2. Does your organisation agree to abide to the Benchmarking Code of Conduct Yes/No

3. If your application is approved does your organisation agree to pay the Yes/No

Membership Fee of 500 Euros Per Annum and a Joining fee of 1000 Euros.

Therefore, an overall fee of 1500 Euros for the first year.

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

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

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

**Thank you for your cooperation!**

Once you have completed the form, please return it to [florian.kidschun@ipk.fraunhofer.de](mailto:florian.kidschun@ipk.fraunhofer.de)

Florian Kidschun

**GBN Secretariat**

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http://www.globalbenchmarking.org