



LICJ AWARD FOR GIS BEST PRACTICES

CALL FOR NOMINATION

A) Introduction:

The Land Information Council of Jamaica/National Spatial Data Management Division (LICJ/NSDMD) is pleased to announce requests for nominations for the LICJ Award for GIS Best Practices. The LICJ is an umbrella organization comprised of over 50 government entities, private sector organizations and professional bodies. Its aim is to promote and encourage excellence in the use of GIS and related technologies and to contribute to effective decision making in areas such as planning and development.

B) Purpose of award:

The objective of this award is to recognize and reward outstanding practices in the application of GIS technology, the management of GIS professionals and facilities and the deployment of effective GIS applications.

C) Eligibility:

This category is open to all companies in Jamaica that are actively employing GIS technology to execute day-to-day activities.

Note the software used must be determined eligible by the LICJ GIS Awards Committee.

D) Award

- LICJ Award for GIS Best Practices (*First place only*)

Note: Prizes are not awarded by default. The judges reserve the right to withhold awards if there is consensus that the entries are not of the required standard.

E) Rules

1. All applications must be created using geospatial software approved by the LICJ
2. A profile of the nominee must be submitted with the nomination form
3. An entry form correctly filled out must be submitted with each application
4. All entry forms must be sent by email and/or by hard copy to:

Nevia Spencer
National Spatial Data Management Division
191 Old Hope Road
Kingston 6
email: gis.admin@cwjamaica.com

Questions and comments can be addressed to: **The National Spatial Data Management Division** at email: gis.admin@cwjamaica.com

5. Each entrant is expected to submit a document containing at minimum the following:
- **The Background:** brief historical description of GIS introduction and development within organization. Include organizational chart with special emphasis on GIS component and be related staff.
 - **The Objective:** what your organization wanted to achieve through GIS and how this has evolved overtime.
 - **The Duration and Cost:** include duration of GIS implementation inclusive of best practices and especially of each stage and the cost associated
 - **The Scope:** how the various tasks involving use of GIS were approached, the developed workflows, data sources, creation and usage, GIS software utilized and purpose of use, include figures etc. GIS Human resources acquired and/or geospatial competencies developed. GIS applications developed and deployed to improve work processes.
 - **The Outputs:** results and discussions surrounding GIS best practices employed (geospatial data management, metadata creation and management, analysis procedures undertaken, information products generated, geospatial human resource management etc.), problems encountered and solutions employed, future potential, include also figures etc.
 - **Citations:** Recognize all who contributed to GIS implementation and best practices employed a reality

F) Entry form
See accompanying

G) Judges & Judging

1. Judges

Judges will comprise a minimum of three persons taken from a panel of the LICJ (GIS staff from Universities, government departments and private GIS firms).

2. Judging

Entries will be judged on:

1. **Technical**

- Technical use of software and system capabilities
- Integration of technology in an innovative manner
- Interactive use of software

2. **Management**

- Organization and management of GIS implementation and best practices inclusive of the following:
 - TIME - were mechanisms, services and procedures finished, delivered and implemented on within stipulated time frame.
 - COST - delivered within estimated cost (budget)
 - QUALITY - product/s, mechanisms, services and procedures must be able to meet standards initially set
 - SCOPE - delivered as per objectives
- Project planning
- Human resource management

3. Other Criteria:

The following will be used as criteria to assist the judges to arrive at final choices:

- Complexity of problem / issue being targeted
- Useable outcomes
- Quality of project outcomes
- Creativity, completeness and standard of presentation
- Originality
- Creation of additional data layers
- Logic of process and or work flows
- Metadata creation and management
- Geospatial and Cartographic Standards
- Structure of project

The competition judges reserve the right to disqualify entries if they do not conform to the rules of the competition or if there is any form of inaccurate representation on the entry forms.

H) Deadlines:

Closing date for entries: **Friday September 1, 2017**

Finalists informed and announced: **Friday September 29, 2017**

Awards and Presentations: LICJ GIS Awards Ceremony - **Thursday October 12, 2017**

I) Disclaimer:

By entering the competition, entrants give LICJ/NSDMD the right to use, reproduce or incorporate in any manner whatsoever, all or any portion of an entrant's submitted materials.



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NOMINATION FORM

Read all entry guidelines carefully prior to completing this form.

All information must be completed below.

Name of Company (please print) _____

Name/s of Entrant (Please print) _____

Position/Title of Entrant/s _____

Address _____

City _____ Country _____

Email address _____

Telephone (work) _____ (mobile) _____

Fax _____

Tick the appropriate category under which your company falls:

Private government educational institution

Other (Specify) _____

Please enter (title of entry) _____ in the LICJ Best Practices Awards Competition. I and/or my employer/educational institution own this project and grant the LICJ/NSDMD, its assigns, agents, and employees the right to use, reproduce, or incorporate in any manner whatsoever, all or any portion of the materials described below. The undersigned also hereby represent(s) and warrant(s) that the materials are owned by the undersigned free and clear of any liens or claims of any third party, that the undersigned has a legal right to grant the permission given herein, and that the undersigned will indemnify and hold harmless LICJ/NSDMD, its assigns, agents, and employees against liability should any third party claim that the use of the materials by the aforementioned violates any right of such third party to the materials.

Entrant(s) Signature _____

Name of Employer/Academic Institution

Authorized Signature (manager, principal or equivalent)

Please complete the following tables with all required information:

Criteria	Details
1. Background	
2. Objective	
3. Duration and Cost	
4. Scope	
5. Outputs	
6. Citations	

➤ **GIS Implementation:**

Please indicate the type of GIS existing within your organization:

Type of GIS Implementation	Quantity of GIS Client Computers	Type & Quantity of GIS Servers	Comments
Project based GIS			
Workgroup GIS			
Enterprise GIS			

NB. Provide an attached diagram of your organization/company's GIS architecture

➤ **Hardware Specification:**

Hardware	Specifications	Comments
GIS Client Computers	Hard Disk (capacity).....	
	RAM (amount).....	
	CPU (speed).....	
GIS Network	GIS software and data networked Yes No	
	<u>Web GIS Site Configuration:</u> Single server site configuration..... Multiple server site configuration.....	
GIS Servers	Hard Disk (capacity).....	
	RAM (amount).....	
	CPU (speed).....	

Supporting Hardware	Quantity	Specifications	GIS-related Work Performed	Comments
Printers				
Plotters				
Scanners				
GPS Units				

➤ **Software Specifications:**

Software	Version	Extensions	Purpose of Software Used. Summarize work performed.
ArcGIS Desktop			
ArcGIS Online			
ArcGIS Collector			
ERDAS			
IDRISI			
Quantum GIS			
Other (specify)			
Other (specify)			

Software	Name (Please list)	Outline Software used. Summarize work performed.
CAD		
Modelling		
Database		
Spreadsheet		
Other (Specify)		

GIS Human Resource Breakdown			
GIS Posts	Classification	Quantity	Role

Previous Procedure/Practice	New GIS Work Flow	Purpose	Derived Benefits

NB. Provide attachment with additional information and diagrams as needed to support nomination submission.

Entry deadline: Friday September 1, 2017

Mail/deliver hard copies to: Miss Nevia Spencer,
 Executive Secretary
 National Spatial Data Management Division
 191 Old Hope Road, Kingston 6
 Email entries to: gis.admin@cwjamaica.com