



## ***Customs Brokers and Freight Forwarders Federation of NZ Inc.,***

***Singapore Airlines Cargo PTE LTD***

**&**

***Leadership Management Australasia***

### ***YOUNG ACHIEVER AWARD 2017***

#### **PURPOSE**

The Customs Brokers and Freight Forwarders Federation of New Zealand Inc. represents the international transport and logistics industry of New Zealand. The provision of quality and innovative services by members is vital to assure the on-going well-being of an industry that plays a crucial role in the facilitation of international trade for New Zealand. The Federation's role includes the provision of appropriate training opportunities for all those involved in the sector.

Singapore Airlines Cargo PTE Ltd and Leadership Management Australasia join CBAFF in an effort to recognise a young person who is a high achiever within his/her chosen field in the customs broking/freight forwarding/international freight logistics industry and has the desire and skills to further themselves and their career.





## THE AWARD

The applicant must:

1. Have been working in the industry.
2. Not have attained their **29<sup>th</sup> birthday by 31 March 2017**.
3. Currently be employed by a company which is a "Business" member of CBAFF.
4. Be a Citizen or Permanent Resident of New Zealand.
5. Submit an application form and 2000 word report.



## THE REPORT

**Describe a complex shipment process, import OR export.**

Select one key commodity/cargo to be imported OR exported into New Zealand from a destination of your choice. Ensure your import and destinations are realistic.

Describe the processes, interactions and variations that could occur for your chosen shipment. Candidates are expected to show initiative over the voyages of these cargoes.

Your report will be judged on the following criteria:

1. **Complexity of issues relating to the cargo matter (e.g. bulk cargo, time sensitive cargo, reefer goods, hazardous goods but also including factors such as terms of sale etc).**
2. **Complexity of issues relating to multimodal moves. Do not use unimodal cargo in your report.**
3. **Difficulties overcome relating to cross-border issues (such as customs formalities, bond issues etc).**
4. **Complexity of regulatory issues faced during the voyage - including but not limited to, security provision, pollution and environmental issues.**
5. **Risk management/insurance hurdles overcome for example: pilferage of cargo, declaration of general average, leakage/spillage of cargo.**
6. **Bibliography at end and footnotes.**
7. **Approach to the problems faced and methodology used to overcome the various issues.**
8. **Conclusion.**
9. **General Presentation (a recognised referencing system to be used).**

Extra marks will be awarded for the complexity of the problems overcome during these voyages.

The report shall be no more than 2000 words in length.





## THE JUDGING PROCESS

The judging panel will be comprised of representatives from:

1. Customs Brokers and Freight Forwarders Federation of NZ Inc.
2. Singapore Airlines Cargo PTE Ltd
3. Leadership Management Australasia
4. NZ Maritime School, Manukau Institute of Technology

Above judging panel will consider the report and interview each applicant. All applicants will be required to attend the interview at their own expense.

## THE FINE PRINT

CBAFF, Singapore Airlines Cargo PTE Ltd and Leadership Management Australasia reserve the right to:

- Inform CBAFF membership and media of the winner.
- Not make an award in any particular year.

## THE PRIZE

### Finalists receive:

- Complimentary attendance at the Annual CBAFF Conference Dinner for the announcement of the winner and award presentation
- Return flights to the Annual CBAFF Conference destination
- One night's accommodation at the Annual CBAFF Conference venue

### Winner receives:

- An all expenses paid trip to Singapore to meet agents and view an airport and seaport in operation.
- \$1,500 spending money
- A Leadership Management Australasia (LMA) course.
- Complimentary attendance at the Annual CBAFF Conference in the year following the Award. The winner will be asked to present a summary of their report and findings from the trip to Singapore.
- Automatic nomination for the FIATA Young International Freight Forwarder of the Year Award.
- 'Young Achiever Award' Plaque

## THE ANNOUNCEMENT

Finalists will be expected to attend the Annual CBAFF Conference where the winner will be announced at the Conference Dinner.





## **YOUNG ACHIEVER AWARD 2017 REPORT STRUCTURE**

The report should contain the following sections, in the order given:

### **1. Title Page**

The title page should include the following:

- Report Heading: **Describe a complex shipment process, import and export.**
- Prepared for: CBAFF Young Achiever Award
- Date of Submission:
- Name:
- Date of Birth:
- E-mail:
- Employer:

### **2. Executive Summary**

The executive summary is a standalone document that encompasses the important points of the report it accompanies.

- It should include the purpose of the report, important and significant findings and recommendations.
- 250-350 words (not included in overall word count)

### **3. Table of contents**

A table of contents should list all headings in the report and their page numbers. Please note that the below is an **example** only and headings can be changed.

	Page
Table of Contents	1
Executive Summary	2
1. Introduction	3
2. Import/Export	3
2.1 Air	3
2.2 Sea	4
2.3 Road	4
2.4 Rail	4
3. Conclusions	5
4. Recommendations	5
List of References	6
Appendices	7-9



#### 4. Introduction

The introduction should contain:

- A reason why the report was produced.
- Any limitations encountered which affected the completion of the report (e.g. access to information, timeframe).
- A summary of what the report covers including how information was gathered.

#### 5. Body

This is the main part of the report which contains the discussions and analysis. The information in this section should be presented in a logical sequence, using paragraphing to separate ideas. As a general rule each paragraph should contain one main idea. Headings and subheadings should be used to identify each section and introduce new ideas or directions. These headings should be listed in the Table of Contents.

It is very important in this section to ensure that theoretical evidence or research findings are used to support the discussion. Throughout the report, answers should be provided with the following questions:

- How is this known?
- Why is this so?
- Why was this option selected? and
- Why was this course of action or design selected?

#### 6. Conclusions

This section should summarise the main points or findings of the assignment. It should be based on the information presented in the body. No new information should be introduced at this point, and the use of direct quotations should be avoided. The conclusion should answer the question: What do the findings mean?

The conclusion should answer the following questions:

- Was the purpose of the report fulfilled?
- Have the specified sources of information been used?
- Have the areas stated been adequately addressed?

#### 7. Recommendations

Recommendations are based on the conclusions and are the suggested options for solving the problem that made writing the report necessary. Recommendations should be brief statements outlining a specific course of action suggested by your research.

It should be clearly demonstrated that detailed thought has been given to how the recommendations should be implemented, as well as what the resources implications might be for these. Consider the following questions:

- Are the recommendations realistic in the light of current environmental conditions (economic times, likely competitor reaction, government policy and consumer reactions)?
- Has sufficient thought been given to timing and priorities? When do the recommendations need to be implemented and in what order?
- Are the proposals feasible? Are there the financial, physical and human resources to support them?



## 8. List of References

A list of references is an alphabetical listing of any material actually cited in the report. The general format required for references is:

Author's surname, Author's initial, year of publication, *Title of publication*, edition, volume number, publisher, place of publication, page number if applicable.

## 9. Appendices (optional)

Appendices generally contain:

- Material that is too bulky to include in the body of the report.
- Material that is essential to explain a point but, if included in the body of the report, would distract the reader from the main message.

If appendices are included they should begin on a new page, be numbered sequentially (i.e. 1,2,3 etc.) and given a title. It is essential that direct reference is made in the main body of the report to each appendix. This will enable the reader to understand the material presented in the appendix in the context of the report.

Appendices usually include questionnaires, charts, maps, tables, extracts and so on.