



Dear colleagues,

We are proud to announce that IFMA FOUNDATION is sponsoring a unique international project in collaboration with EuroFM and IFMA Spain. The project will enhance the scope and visibility of the Facility Management discipline at the international level.

During a period of three months, a group of FM students from around the world will work together in a project called the "**Facility Management International Profiles Definition Study**" (#FMIPDS) with the purpose of defining all possible interpretations and names of jobs and professional positions in the FM world in all sectors and industries. Some of the selected students will be placed in Madrid during this time, with the study covering travel expenses and allowances. These students will also coordinate the work of other students participating remotely from their own cities worldwide.

We would like to invite your institution to participate in the project by proposing it to your students and coming back to us with two candidates. We will need to receive your student candidatures by the 20th of February, 2013.

The candidates must submit their proposals only through their Dean or appropriate head of the FM program as assigned by each school, institute or university. Each institution will be able to submit up to a maximum of 2 candidates. Please find the study details in the terms and conditions of the program following this letter of invitation.

We hope you find this project as exciting as we do and that you will propose qualified students to participate!

Awaiting for your response,

David Martinez, PhD

Trustee, IFMA FOUNDATION Board of Trustees & FMIPDS Project Leader

TERMS AND CONDITIONS

Candidatures

We are looking for a group of internationally orientated, brave and open minded students from all over the world that want to share a unique experience in their lives and while adding an important step for the FM world.

The candidates, bachelor or postgraduate students, will be selected by a group of internationally recognized experts (supervision committee) based on their CV (20%), their social media visibility (20% - includes Klout, LinkedIn, Twitter) and the responses to these 3 questions (60%):

- How would you generally classify all possible professions in FM?
- How would you remotely manage a team of collaborators?
- How would you promote the project to reach the maximum amount of people?

The length of the 3 answers must range between 1000 and 2000 words. Any submissions outside these limits will not be considered. The responses must be submitted in pdf format in a single document. The submitted document must be named with the acronym (initials) of the university and student name separated by spaces (example: UCLA_John_Smith), A4 vertical and not exceed 5 pages in total including CV. Klout number, public LinkedIn profile and Twitter account must be also provided. No presentation letter is needed.

Candidates must be registered as current students of the institution presenting them or have finalized their studies in 2012. All candidatures received from sources other than a university or official institution will not be considered.

Proposals must be sent to FMIPDS13@gmail.com

Selection of project participants

The students will be selected 10 days after the student candidature deadline (28 February 2013). After selections are made, an official communication will be made to the universities that have sent the candidatures with the names of the students elected. The students will be asked to sign an agreement – both those who will be working remotely, and the ones selected to come to Madrid.

Travel arrangements will be made directly with the organization of the project and the students.

If a student awarded with placement in Madrid cannot participate from Madrid, a student selected to work remotely will be offered the opportunity to be placed in Madrid. This decision will be made by the supervision committee.

All student names will be published by the IFMA FOUNDATION, EuroFM and IFMA Spain on their respective web pages and other communication outlets.

Benefits and Compromises

The selected candidates will all work together, in English, in an amazing environment in the heart of Madrid. Their working hours are flexible, but they must fulfill the program objectives agreed at the kickoff of the project. Along with the work, exciting activities will complete their stay, like visits to emblematic buildings, gastronomic tours, forum discussions, etc. They will be invited to present their progress of the work on 16th May at the I European Golf Tournament event from where the funds are being raised to make this project possible.

The students will be provided airfare (economy class) from their home city to Madrid and allowances (minimum 500€ per month) for personal expenses and local travel expenses during their stay. No accommodations will be provided at this time, although the project leaders are negotiating this and other personal benefits for Madrid based students. The students must provide their own computer but Internet and communication access will be provided by the organization.

Supervision and management

The project will be led by David Martinez along with a group of recognized experts based in Madrid. The global progress will be also coordinated with Aad Otto (chairman ENG EuroFM) and Jeffrey J. Tafel (Executive Director of the IFMA Foundation) as well as other international FM experts.

The supervision committee will regularly met with the students placed in Madrid, and these students will coordinate with the remote students based outside of Madrid, creating a tree structure. A conference call of all participants will be held every two weeks.

Duration

The project will last for a minimum period of 3 months and not more than 4 months. The exact dates and times will be determined prior to the student selection date of 28 February 2013. The proposed timeframe is from mid-April to mid-June, with up to two weeks variance either earlier or later than the proposed dates.