



Awards Board Operations Manual

2009

www.ieee.org/awards

Last Revision - 23 October 2009

TABLE OF CONTENTS

INTRODUCTION

SECTION 1 - IEEE AWARDS BOARD GENERAL

- 1.1 Name
- 1.2 Mission
- 1.3 Authority, Duties and Responsibilities
- 1.4 Operations Manual
- 1.5 Operations Manual Changes
- 1.6 Organizational Changes
- 1.7 Meetings

SECTION 2 - IEEE Awards

- 2.1 Definitions
- 2.2 List of Awards
- 2.3 Award Administration
- 2.4 Potential Nominee Form

SECTION 3 - AB Membership and Responsibilities

- 3.1 Composition
- 3.2 Terms of Service
- 3.3 Vacancies on AB
- 3.4 Responsibilities of AB
- 3.5 AB Procedures
- 3.6 Responsibilities of AB Officers
- 3.7 Responsibilities of AB M-A-Ls
- 3.8 Responsibilities of ARC Chairs
- 3.9 Responsibilities of AB Committees
- 3.10 Responsibilities of AB Councils and Award Selection Committees

SECTION 4 - AB Committees

- 4.1 AB Operating Committee (AB OpCom)
- 4.2 Task Force Committees and AD Hoc Committees
- 4.3 AB Standing Committees
- 4.4 AB Finance Committee (AB FinCom)
- 4.5 AB Nominations and Appointments Committee (AB N&A)
- 4.6 Awards Planning and Policy Committee
- 4.7 AB Presentation and Publicity Committee
- 4.8 Timetable of AB Activities

SECTION 5 - AB Councils

- 5.1 AB Councils
- 5.2 Composition of Councils
- 5.3 Responsibilities of Medals, TFA and Recognitions Council Chairs
- 5.4 Medals Council
- 5.5 Technical Field Awards Council
- 5.6 Recognitions Council
- 5.7 Current Award Structure

SECTION 6 - Special Provisions

- 6.1 General Specifications for the establishment of new awards
- 6.2 Naming of IEEE Awards and Medals
- 6.3 Process for populating new medal and award selection committees
- 6.4 Procedures for discontinuance of awards
- 6.5 Joint Award Agreement between National Societies and IEEE
- 6.6 Funding of IEEE Awards
- 6.7 Donation of Cash Honoraria
- 6.8 Reimbursement of Travel Expenses
- 6.9 AB Representation on External Committees
- 6.10 Procedures for AB Elections by email ballot
- 6.11 Procedures for approval voting
- 6.12 BoD Members Emeritus
- 6.13 AB Members holding multiple positions

SECTION 7 - Appendices

Appendix I Medals/Recognitions Selection Committee Report Format

Appendix II TFA/Prize Papers Selection Committee Report Format

Appendix III Generic Joint Award Agreement between National Societies and IEEE

IEEE AWARDS BOARD OPERATIONS MANUAL

INTRODUCTION

PURPOSE

This Awards Board Operations Manual describes the principal activities and administrative processes of the IEEE Awards Board (AB). It is intended to provide a guide for consistent application of practices and procedures by AB members and IEEE staff. The statements contained in this AB Operations Manual must conform to the four documents that govern the IEEE and the IEEE AB as listed below.

GOVERNANCE

The policies, procedures and regulations by which the IEEE and the IEEE AB are governed are embodied in the following documents:

1. The **IEEE Certificate of Incorporation** legally establishes the Institute under the New York State Not-for-Profit Corporation Law.
2. The **IEEE Constitution**, which is approved by the voting members of the Institute, contains IEEE's fundamental objectives and organization.
3. The **IEEE Bylaws**, which are approved by a two-thirds majority vote of the IEEE Board of Directors, govern implementation of Constitutional provisions in specific organization structures. The IEEE Bylaws applying to the Awards Board are proposed and amended by a majority vote of the AB, with final approval by the IEEE Board of Directors.
4. The **IEEE Policies**, which are approved by the IEEE Board of Directors, provide more detailed statements of Institute-wide policies, objectives and procedures than are appropriate for inclusion in the Constitution and Bylaws.

FORMAT

This Operations Manual has been arranged in sections that cover procedures for the operations of the IEEE Awards Board. The Appendices contain supplemental items of information.

REVISIONS

Continuous improvements will be made to this Operations Manual. Suggested changes should be sent to the Director, Corporate Awards/Foundation/Administration via email: awards@ieee.org. The AB shall approve proposed revisions to this Operations Manual. Ongoing editorial changes and updating information items, including the Appendices shall be approved by the Executive Director, Foundation/Awards.

SECTION 1 - IEEE AWARDS BOARD – GENERAL

- 1.1. **NAME.** This Board shall be known as the IEEE Awards Board (AB).
- 1.2. **MISSION.** The IEEE Awards Board (AB) administers the awards and recognition program of the IEEE. Through its awards program, the IEEE advances the interests of its members by recognizing their contributions in advancing the fields of interest to IEEE to the benefit of society. By this means, the image and prestige of the organization, its members, and the profession are all enhanced. The IEEE awards program honors members and other professionals for their service to the society.
- 1.3. **AUTHORITY, DUTIES AND RESPONSIBILITIES.**
- a) **Authority for IEEE Awards.** IEEE awards and recognitions administered by the AB and its Committees shall be presented with the approval of the IEEE Board of Directors and in the name of the IEEE.
- The AB may delegate, to the appropriate body, responsibility for administrative authority for awards other than those listed in the Bylaws. Such administrative activities may include the review of the award, selection of candidates, and presentation of all awards.
- Additionally, the IEEE Board of Directors may delegate, to those respective major organizational units, having chartered Awards and Recognition Committees and who have been delegated administrative authority by the AB, approval authority for awards and recognitions falling within their respective scopes of operations in accordance with established policies.
- b) **Duties of the AB.** The AB shall be responsible to the IEEE Board of Directors for administering the awards, specified in the IEEE Policies Manual; for monitoring all other awards, scholarships, and formal recognitions excluding Fellow grade elections; for recommending candidates for IEEE Honorary Membership; and for developing an awards structure for recognizing excellence in activities in the fields of interest of the Institute.
- c) The AB shall recommend policies to the IEEE Board of Directors for awards and formal recognitions of the IEEE, other than Fellow awards under its administrative purview.
- 1.4. **OPERATIONS MANUAL.** The AB Operations Manual shall contain policies and procedures pertaining to IEEE awards and recognitions for the guidance of the AB. Its purpose is to present a statement of the existing rules and practices, together with any advice based on previous experience of the AB. For continuity in this function, each year's AB should consider and make any revisions that would be helpful to a successor Board, including proposals to the IEEE Board of Directors for changes in IEEE Bylaws or Policies. The Awards Staff will send to each AB member a copy of the Manual.
- 1.5. **OPERATIONS MANUAL CHANGES.** Changes to the Operations Manual of the AB shall be approved by the AB and forwarded to the IEEE Board of Directors for approval..
- 1.6. **ORGANIZATIONAL CHANGES.** Pursuant to the authorization delegated by IEEE Bylaw I-305.3 Membership, any changes in the AB committee structure shall be entered herein by the IEEE Executive Director after the changes are reported to the IEEE Board of Directors.
- 1.7. **MEETINGS.**
- a) **Parliamentary Procedure.** Robert's Rules of Order (latest revision) shall be used to conduct AB meetings in the absence of any other adopted or accepted rules of procedure.
- b) **Actions of the AB.** Unless otherwise provided in the IEEE Certificate of Incorporation, the IEEE Constitution, the IEEE Bylaws, or the Not-for-Profit Corporation Law of the State of New York, the vote of a majority of the voting members of the AB present at the time of the vote, if quorum is present at such time, shall be the act of the AB.
- c) **Frequency.** Normally, there shall be two meetings of the AB each year.
- d) **Quorum.** A majority of the voting members of the AB shall constitute a quorum.

e) Special Meetings. Special meetings of the AB may be called by the Chair or by any five AB members on notice to all other AB members. Notice of such special meetings, giving the time and place of meeting, the purpose of the meeting, and the names of the AB members calling the meeting shall be mailed to all members not less than 20 days before the date set for the special meeting. The place of such special meeting may be at a site in conjunction with the meeting of the Board of Directors, IEEE Headquarters, or Operations Center, unless otherwise authorized by a majority vote of all voting AB members, such vote to be secured by or transmitted to the Secretary.

SECTION 2 - IEEE AWARDS

2.1. **DEFINITIONS.** IEEE Medals are the highest awards in the hierarchy of IEEE recognitions. Each new and revised IEEE Medal specification shall embrace significant and broad IEEE interests and purposes.

a) Awards to be administered by the Awards Board

- (1) The specifications of a proposed award to be administered by the Awards Board shall embrace broad IEEE interests and purposes. Any new or revised award with narrower interests and purposes shall be referred to the Major Boards.
- (2) Proposals for the establishment of new awards to be administered by the Awards Board shall be forwarded to (a) the Major Boards for review of the specifications of the awards, and (b) the Board of Directors for approval.

b) Awards to be administered by Societies and Technical Councils and Technical Conferences

- (1) Proposals for the establishment of new awards or revision of existing awards by a Society, Technical Council or Technical Conference, within the organization of the Technical Activities Board, shall be forwarded to (a) the Chairman of the TAB Awards and Recognition Committee for review of the specifications of the award and to TAB for approval, (b) the IEEE Awards Board for information.
- (2) Cash awards supported from funds contributed by sources outside the Society may be administered by the Society subject to the provisions of paragraph (1) above.
- (3) The Awards Board will review on a case by case basis instance where an IEEE Society requests to share sponsorship of an award with an external entity. Pending said approval a Society shall not be limited to the monetary restrictions outlined in IEEE Policy Statement 4.10 - Hierarchy of Awards.

c) Awards to be administered by Regions, Areas, Geographic Councils, or Conferences, Sections, Chapters, Student Branches, and Student Branch Chapters

- (1) Proposals for the establishment of these awards or revision of existing awards shall be forwarded to (a) the Chairman of the MGAB Awards and Recognition Committee for review of the specifications of the awards and to MGAB for approval, (b) the IEEE Awards Board for information.
- (2) No single award may carry a monetary award exceeding \$500.
- (3) Cash awards supported from funds contributed by outside sources may be administered by the organizational unit subject to the provisions of paragraph (1) above.

d) Other Awards. Proposals for the establishment of awards under the cognizance of Major Boards and all other awards shall be forwarded to: the IEEE Awards Board for approval of the specifications of the award, and the IEEE Board of Directors to approve the dispersal of cash awards and honoraria.

2.2. **LIST OF AWARDS.**

The Awards Board is responsible to the IEEE Board of Directors for administering the following:

Medals:

Medal of Honor
Edison Medal
Founders Medal
James H. Mulligan, Jr. Education Medal
Alexander Graham Bell Medal
Simon Ramo Medal
Medal for Engineering Excellence
Medal for Environmental & Safety Technologies
Medal in Power Engineering
Richard W. Hamming Medal
Heinrich Hertz Medal
John von Neumann Medal
Jack S. Kilby Signal Processing Medal
Jun-ichi Nishizawa Medal

Dennis J. Picard Medal for Radar Technologies and Applications
Robert N. Noyce Medal
Wolfson James Clerk Maxwell Award
Medal for Innovations in Healthcare Technology

Technical Field Awards:

Cledo Brunetti Award
Components, Packaging and Manufacturing Technology Award
Control Systems Award
Electromagnetics Award
James L. Flanagan Speech and Audio Processing Award
Andrew S. Grove Award
Herman Halperin Electric Transmission and Distribution Award
Masaru Ibuka Consumer Electronics Award
Internet Award
Reynold B. Johnson Data Storage Device Technology Award
Reynold B. Johnson Information Storage Systems Award
Richard Harold Kaufmann Award
Joseph F. Keithley Award in Instrumentation and Measurement
Gustav Robert Kirchhoff Award
Leon K. Kirchmayer Graduate Teaching Award
Koji Kobayashi Computers and Communications Award
William E. Newell Power Electronics Award
Daniel E. Noble Award
Donald O. Pederson Award in Solid-State Circuits
Frederik Philips Award
Photonics Award
Emanuel R. Piore Award
Judith A. Resnik Award
Robotics and Automation Award
Frank Rosenblatt Award
David Sarnoff Award
Marie Sklodowska-Curie Award
Charles Proteus Steinmetz Award
Eric E. Sumner Award
Undergraduate Teaching Award
Nikola Tesla Award
Kiyo Tomiyasu Award

Recognition Awards:

Service Awards:

Haraden Pratt
Richard Emberson

Corporate Recognitions:

Corporate Innovation Recognition
Ernst Weber Engineering Leadership
Recognition

Prize Papers/Scholarships:

W. R. G. Baker Prize Paper
Donald G. Fink Prize Paper
Life Members Graduate Study Fellowship in Electrical Engineering
Frank A. Cowan Fellowship
Charles LeGeyt Fortescue Scholarship

Honorary Membership

External Awards

Staff Award:

Eric Herz Outstanding Staff Member Award

2.3. **AWARD ADMINISTRATION.** The administration of individual awards is accomplished through the function of committees responsible for reviewing and recommending candidates for each award.

2.4. **POTENTIAL NOMINEE FORM.** The purpose of the Potential Nominee Form is to stimulate medal and award nominations. It is hoped that use of this simple, easy to fill-out form will identify potential nominees for IEEE Medals and Awards, and allow an initial screening and follow-up by the appropriate medal/award committee before the initiation of a formal nomination process.

SECTION 3 - AB MEMBERSHIP AND RESPONSIBILITIES

- 3.1. **COMPOSITION.** The IEEE Awards Board consists of a Chair and Vice Chair, appointed by the Board of Directors, the Past Chair, and the Chairs of the Councils and Committees of the Awards Board listed below, all of whom are appointed by the outgoing Awards Board:

Medals Council
Technical Field Awards Council
Recognitions Council
Finance Committee
Presentations and Publicity Committee

In addition, there shall be six members – at - large: four to be appointed by the IEEE Board of Directors as recommended by the IEEE Nominations and Appointments Committee, one Division Director and one Region Director serving on the Board of Directors during their term of office to be appointed by their respective Vice Presidents. The Chairs of the Awards and Recognitions Committees of EAB, MGAB, SA, TAB and IEEE-USA serve as liaison members with vote and shall be appointed by their respective Vice Presidents.

The IEEE Board of Directors appoints one of its members as a Board Coordinator to serve on the Awards Board as an ex-officio member without vote. The Coordinator serves as a direct line of communication between the Awards Board and the IEEE Board of Directors.

The Executive Director, Foundation/Awards shall serve as the AB Secretary to the AB without vote.

All Awards Board members must be of senior member grade or higher.

- 3.2. **TERMS OF SERVICE.** The members of the IEEE Awards Board shall be appointed or reappointed annually for the calendar year. The Chair and Vice Chair are eligible for reappointment for one additional year, but normally would not serve in those offices for more than two consecutive years. Members-at-Large are eligible for appointment for three consecutive one-year terms. The Chairs of the Medals, Technical Field Awards, and Recognitions Councils, and the Finance and Presentation and Publicity Committees are eligible for appointment for three consecutive one year terms. Other members of the Awards Board are appointed by other IEEE Organizational Units. Any terms of service limitations for those positions are specified by the appointing Organizational Unit.

3.3. **VACANCIES ON AB.**

- a) **AB Chair.** Should a vacancy occur in the office of the AB Chair, the IEEE Board of Directors shall fill the vacancy.
- b) **AB Vice Chair.** Should a vacancy occur in the office of AB Vice Chair, the IEEE Board of Directors shall fill the vacancy.
- c) **Other Vacancies.** Other vacancies shall be filled by the appointing bodies.

3.4. **RESPONSIBILITIES OF AB.**

- a) Develop an awards structure that recognizes excellence in activities in fields of interest to the IEEE, and recommend to the IEEE Board of Directors such changes as it deems to be in the best interest of IEEE.
- b) Administer the Institute awards listed in IEEE Policies 4.8 and monitor all other awards except that of Fellow grade election.
- c) The Awards Board, functioning as a selection committee, shall recommend candidates for the IEEE Medal of Honor to the Board of Directors.
- d) Supervise policy for all awards of the IEEE other than Fellow grade election (AB may delegate to the appropriate body responsibility for administration, selection of candidates and presentation of all awards, other than those listed in IEEE Policies 4.8.
- e) Consider and approve Committee and Council recommendations for recipients and alternates for each award, with accompanying citations, for subsequent recommendation of recipients to the Board of Directors.

- f) Consider and approve recommended IEEE candidates for awards of outside organizations, as necessary.
- g) Consider and approve appointments of IEEE members as representatives to outside organizations.
- h) Consider and approve the regulations of its Councils and Committees.
- i) Recommend establishment of new awards, for approval by the IEEE Board of Directors.
- j) Submit any additional recommendations for consideration by the IEEE Board of Directors.
- k) Assist the Chair in developing a recommended slate of candidates to serve on the AB in the ensuing year, for submission where required to the IEEE Nominations and Appointments Committee.

3.5. **AB PROCEDURES.**

- a) Periodic Review of Awards Structure. The Awards Board shall review annually the awards activities of the Institute and shall recommend to the Board of Directors such changes as it deems to be in the best interest of IEEE. At ten year intervals, or when necessary, the Awards Board appoints a subcommittee to critically review each individual IEEE award and recommends any changes in the awards structure to the Board of Directors in order to update and fully implement the intent of the program in the fields of interest of the IEEE.
- b) Evaluation of Awards Board Committee and Council Recommendations. The Awards Board will meet to:
 - (1) Review the recommendations of Award Selection Committees and Councils.
 - (2) Endorse selection of recipients and alternates for each award, for recommendation to the IEEE Board of Directors.
 - (3) Edit proposed citations for recommended recipients and alternates.
 - (4) Review any policy changes and recommendations to the program
- c) Voting Requirements for Selection of Award Recipients. The meeting quorum shall consist of a majority of the voting members. A majority affirmative vote of the voting members present is required in the final selections.
- d) Email Ballots. A unanimous vote of all AB members is required in order to pass any AB motion by e-mail ballot.

3.6. **RESPONSIBILITIES OF AB OFFICERS**

- a) Responsibilities of Awards Board Chair:
 - (1) Schedule and facilitate AB meetings.
 - (2) Attend meetings of:
 - 2.a) Joint Award Presentations
 - 2.b) IEEE Honors Ceremony
 - 2.c) IEEE Foundation Board meetings
 - (3) Serve as an ex-officio non-voting member of the IEEE Foundation Board of Directors.
 - (4) Serve as Chair of the AB OpCom.
 - (5) Ascertain the availability of funds for all IEEE Awards.
 - (6) Provide final editing of citations for each recommended recipient and alternate, at the Award Board meeting.
 - (7) Submit, for inclusion on the agenda of the IEEE Board of Directors, a report of the AB, containing:
 - 7.a) Recommended recipients for all awards, accompanied by summaries of their achievements.
 - 7.b) Any other recommendations from the AB for consideration by the IEEE Board of Directors.

7.c) A written progress and activity report for that year.

(8) Submit to the IEEE Nominations and Appointments Committee a slate of candidates recommended for appointment to the AB for the ensuing year.

(9) Inform nominators of actions taken on remaining nominations.

(10) Approve recommended appointments to committees, if necessary.

(11) Approve plans and arrangements for presentation of IEEE Awards, as well as format and content of IEEE Awards brochures.

11.a) Attend Annual IEEE Honors Ceremony and Joint Award Presentations

(12) Send letters to sections and societies soliciting nominations for IEEE Awards listed in IEEE P&P.

12.a) Send letters to relevant societies, regions and sections requesting that the recipients be recognized at an appropriate meeting of the societies, regions and sections and in their publications.

(13) Send letters of appreciation to outgoing members of the AB.

(14) Establish task force and ad hoc committees, if necessary, to facilitate the performance of AB activities, with the consent of the AB.

(15) Prepare a timetable of AB Activities in consultation with IEEE staff for the upcoming year.

(16) Serve as Past Chair of the AB upon completion of elected term(s) of office.

b) Responsibilities of AB Vice Chair

(1) Serve as Chair of the Awards Planning and Policy Committee.

(2) Serve as member of the AB OpCom.

(3) Serve as member of the TAB Awards and Recognition Committee.

(4) Attend IEEE Honors Ceremony.

(5) Perform such duties as may be assigned by the Chair.

(6) In the absence or incapacity of the Chair, the Vice Chair shall assume the duties of the Chair.

c) Responsibilities of AB Past Chair

(1) Serve as Chair of the IEEE Medal of Honor Selection Committee, and the AB Nominations and Appointments Committee.

(2) Serve as member of the AB OpCom.

(3) Serve on the IEEE Nominations & Appointments Committee.

(4) Perform such duties as may be assigned by the Chair

3.7. RESPONSIBILITIES OF AB MEMBERS-AT-LARGE

a) Attend AB meetings and participate as a voting member.

b) By mutual agreement with the AB Chair, perform special short term tasks related to awards matters.

- c) The IEEE Division and Region Directors serving as AB Members- At-Large shall provide liaison between the AB and TAB and MGAB, including making awards related reports to the AB and to their Organizational Units.

3.8. **RESPONSIBILITIES OF ARC CHAIRS**

- a) Attend AB meetings and participate as a voting member.
- b) Provide liaison between the AB and their organizational units, including making awards related reports to the AB and to their Organizational Units.
- c) Serve as a voting member of the Awards Planning and Policy Committee.

3.9. **RESPONSIBILITIES OF AB COMMITTEES.**

See AB Operations Manual Section 4.

3.10. **RESPONSIBILITIES OF AB COUNCILS AND AWARD SELECTION COMMITTEES.**

See AB Operations Manual Section 5.

SECTION 4 - AB COMMITTEES

4.1. AB OPERATING COMMITTEE (AB OpCom).

The AB OpCom shall deal with operational and administrative issues that are delegated to it by the AB or which arise between meetings and must be treated before the next meeting of the AB.

a) Composition. The AB OpCom consists of the AB Chair, the AB Vice Chair, AB Immediate Past Chair, AB Finance Committee Chair, AB Council Chairs, AB Presentation and Publicity Chair, and AB Secretary, who serves without vote.

4.2. TASK FORCE COMMITTEES AND AD HOC COMMITTEES. The Awards Board Chair, with the advice and consent of the AB, may appoint task force and ad hoc committees to facilitate the duties assigned to the AB. The tenure of all such committee appointments shall be for no more than the calendar year of appointment, unless re-appointed by the Awards Board Chair as appropriate.

4.3. AB STANDING COMMITTEES. To facilitate the performance of its duties, the AB may establish standing committees. The Chairs of the AB standing committees shall be appointed by the AB except as otherwise stated in the IEEE Bylaws, and with the approval of the AB.

The functions, charters and composition of the standing committees shall be included in this Operations Manual of the AB.

Note: Only Awards Board members can be Awards Board Standing Committee Chairs, with the exception of the Finance and Presentation and Publicity Committees.

The standing committees are:

Finance
Nominations and Appointments
Awards Planning and Policy
Presentations and Publicity

4.4. AB FINANCE COMMITTEE (AB FinCom) The AB Finance Committee shall provide guidance to the AB on both current fiscal status and forecasts of future needs. The AB Finance Committee Chair or designee appointed by the AB shall annually recommend to the AB a budget to be recommended to the IEEE Finance Committee. The AB shall formally endorse the proposed budget. The administration of AB finances shall be specified in this Operations Manual.

a) Composition. The AB FinCom, shall be composed of a Chair, plus three to five members, who shall be appointed by the Chair of AB FinCom.

b) Terms of Service. The term of office for chair shall be one year with a maximum of three consecutive terms, to commence on 1 January. The term of office for committee members shall be one year with a maximum of three consecutive terms and to commence on 1 January. Limitation of tenure may be waived, for one additional year, in individual cases for reasons deemed by the Awards Board to be in the best interest of the IEEE.

c) Responsibilities of AB Finance Committee Chair

- (1) Serve as Chair of the AB Finance Committee and provide guidance to the AB on both current fiscal status and forecasts of future needs.
- (2) Serve as member of the AB OpCom.
- (3) Prepare five-year strategic plan in conjunction with the AB Awards Planning and Policy Committee.
- (4) Serve as member of the IEEE Finance Committee.

4.5. AB NOMINATIONS AND APPOINTMENTS COMMITTEE (AB N&A). The AB Immediate Past Chair shall serve as chair of the AB Nominations and Appointments Committee. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair available shall be the Chair of that respective N&A Committee.

The AB N&A Committee shall be responsible to seek out and recommend to the AB candidates for AB positions, chairs of AB Councils and Standing Committees. This Committee shall also propose for concurrence by the AB Chair, candidates for AB appointive offices to be recommended for consideration by the IEEE Nominations and Appointments Committee.

- a) Composition. The AB N&A, shall be composed of a Chair (past chair of the AB), plus three to five members, who shall be appointed by the Awards Board.
- b) Terms of Service. The term of office for committee members shall be one year with a maximum of three consecutive terms and to commence on 1 January. Limitation of tenure may be waived, for one additional year, in individual cases for reasons deemed by the Awards Board to be in the best interest of the IEEE.
 - (1) The Awards Board Chair shall not be eligible to be elected to the Board of Directors during their term of service.
- c) A member of AB N&A Committee shall not be eligible for positions for which the AB N&A Committee is responsible for making nominations.
- d) Responsibilities.
 - (1) Issue a call for nominations for AB positions.
 - (2) Receive nominations from AB and other sources. Verify that the nominees are willing to serve if elected.
 - (3) At least two nominees shall be provided for offices that are being filled by new candidates. When a current office holder is being proposed for another term, two or more nominees are not required.
 - (4) Recommend to IEEE Awards Board Chair appointments for Chair, Vice–Chair, Members-at-large and alternates for these positions.
 - (5) Recommend to the IEEE AB appointments for Chairs and Vice Chairs of the councils, and Vice Chair of APPC.
 - (6) Propose to the AB a list of remaining candidates for the following year’s AB positions.
 - (7) Create an annual schedule of the AB N&A activities.
 - (8) Monitor extension of terms of service beyond three years on AB committees.
 - (9) AB N&A Chair should deliberate with the council chairs and staff prior to each meeting where deliberations will take place.
 - (10) AB N&A Chair will serve as a member of the IEEE Nominations and Appointments Committee.
- e) AB N&A Meetings.
AB N&A to meet a minimum of twice a year via telephone.
- f) AB N&A ANNUAL SCHEDULE

September. Awards Board appoints members to AB N&A Committee for the following year.

January. Issue to the AB a Call for Nominations for AB members for the following year, deadline 1 March. (e.g., The Institute, IEEE Leadership Wire, IEEE Society Sentinel) for printing in their earliest possible issue, deadline 1 March.)

February. Discuss candidates for the Vice Chair position of Medals Council, Recognitions Council, Technical Field Awards Council and APPC. Final approval of appointments done by AB or AB OpCom. ¹

February. Begin discussions with incumbent AB Chair and Vice Chair about possible candidates for AB positions for next year.

April. Determine and get AB approval of candidates for AB Vice Chair for the following year. Recommend to IEEE N&A at least one candidate for AB Chair and Vice Chair.

April. Recommend to IEEE N&A a minimum of six candidates for the four MAL positions for the following year. Two of the six candidates are to be alternate candidates. ¹

January-August. Develop a list of remaining candidates for next year's AB positions (Finance, Publicity Chair, and three Council Chairs/Vice-Chairs) to be appointed directly by the present year's AB.

September. Submit to the AB candidates for next year's AB positions (Finance Chair, Publicity Chair, Medals Council, Technical Field Awards Council, and Recognitions Council Chairs) to be appointed by the present year's AB. ¹

¹ Current AB N&A Chair deliberate with the council chairs and staff prior to each meeting where deliberations will take place.

NOTE: The AB N&A Committee has traditionally submitted only one candidate for most of the positions to be filled in any year. An exception has been the AB Vice Chair position. This single-candidate policy will be continued until such time as the Awards Board may give specific instructions to the AB N&A Committee regarding its desire to change this tradition.

4.6. **AWARDS PLANNING AND POLICY COMMITTEE.**

- a) **Composition.** The Awards Planning and Policy Committee (APPC), a Committee of the AB, shall be composed of a Chair (current AB Vice-Chair) and the following: the Chair of the AB and the Vice Chairs of the Councils, who shall be ex officio with voting privileges; four members at large, one of whom shall be the Vice Chair of the Committee; the Awards and Recognitions Chairs of the five Major Boards: EAB, MGAB, SA, TAB, IEEE-USA, and the Chair of the Awards Review Committee.

The APPC Chair and Vice Chair are eligible for reappointment for one additional year (but may not serve in that office for more than two consecutive years); members-at-large are eligible for appointment for three consecutive one-year terms; the Chair may be appointed a member-at-large following the term as Chair. Any term of service limitations for the Awards and Recognitions Chairs are specified by the appointing Organizational Unit.

b) **Responsibilities of APPC.**

- (1) Policy supervision of all awards administered by the IEEE Awards Board and other awards, including those of Boards, Technical Societies, Sections, Councils, Regions, Conferences and Committees, but excluding those administered by the Fellow grade elections.
- (2) Assisting these IEEE entities in establishment of new awards and modification of existing awards.
- (3) Coordinating Awards activities of these IEEE entities, if necessary.
- (4) Submitting recommendations and information to the AB concerning policy for such awards.
- (5) Assisting the Chair in developing a recommended slate of candidates to serve on the Committee in the ensuing year.
- (6) Appoint up to four Members-at-Large to the Awards Review Committee

c) **Responsibilities of APPC Chair**

- (1) Schedule APPC meetings (normally bi-monthly teleconference meetings).
- (2) Submit to the AB Chair for review a Report of the Committee to be included on the agenda for the AB meeting, the Report containing:
 - (2.a) Slate of candidates recommended for appointment to the Committee as members-at-large for the ensuing year.
 - (2.b) Any other recommendations from the committee for consideration by the AB.
 - (2.c) Send letters of appreciation to outgoing members of the committee.
 - (2.d) Advise IEEE societies and others of AB action on their proposals for establishment of new awards.
 - (2.e) Slate of candidates recommended for appointment to the Committee as members-at-large for the ensuing year.
 - (2.f) Any other recommendations from the Committee for consideration by the AB.
 - (2.g) Send letters of appreciation to outgoing members of the committee.
 - (2.h) Advise IEEE societies and others of AB action on their proposals for establishment of new awards.
 - (2.i) Appoint a Chair to the Awards Review Committee.

d) **Responsibilities of APPC Vice Chair.**

The Vice Chair shall perform such duties as may be assigned by the Chair. In the absence or incapacity of the Chair, the Vice Chair shall assume the duties of the Chair.

- e) **AWARDS REVIEW COMMITTEE (ARC).** The ARC shall be responsible to the Awards Planning and Policy Committee (APPC) for conducting an ongoing review of the vitality of the Institute-level awards portfolio and performance to ensure widespread coverage in the fields of interest to the IEEE; reviewing new award proposals and providing recommendations for the establishment of new Institute-level awards that are relevant

to current and emerging IEEE fields of interest; and providing recommendations for the discontinuance of Institute-level awards that are no longer relevant to the technical interests of IEEE members.

COMPOSITION. The IEEE Awards Review Committee (ARC) consists of a Chair appointed by the Awards Planning and Policy Committee (APPC), a Vice Chair appointed by the ARC Chair from within the ARC, the Technical Field Awards Council Chair, the Medals Council Chair, the Recognitions Council Chair, and up to four Members-at-Large appointed by the APPC.

TERMS OF SERVICE. The members of the IEEE Awards Review Committee shall be appointed annually for the calendar year. Members are eligible for appointment for three consecutive one-year terms. The ARC Chair is eligible for reappointment for two additional years. Limitation of tenure may be waived, for one additional year, in individual cases for reasons deemed by the APPC to be in the best interest of the IEEE.

RESPONSIBILITIES OF ARC CHAIR

- Appoint an ARC Vice Chair
- Schedule and chair the meetings of the ARC
- Serve as a member of APPC
- Submit reports to the APPC Chair on ARC activities to be included on the agendas for the APPC meetings

RESPONSIBILITIES OF ARC VICE CHAIR

The ARC Vice Chair shall perform such duties as may be assigned by the Chair. In the absence or incapacity of the Chair, the Vice Chair shall assume the duties of the Chair.

4.7. **AB PRESENTATIONS AND PUBLICITY COMMITTEE.** The Awards Presentations and Publicity Committee (AB P&P) shall be responsible to the AB for proposing and reviewing policies and procedures related to the presentation and publicity of IEEE awards, scholarships, and formal recognitions under the aegis of the AB and including Board, Society/Technical Council, Region, Chapter, Affinity Group, Section, Council, Conference, and Committee awards.

- a) **Composition.** The Awards Presentation and Publicity Committee shall be composed of a Chair, plus three to five members, who shall be appointed by the Chair of the AB Presentation and Publicity Committee.
- b) **Terms of Service.** The term of office for chair shall be one year with a maximum of three consecutive terms, to commence on 1 January. The term of office for committee members shall be one year with a maximum of three consecutive terms and to commence on 1 January. Limitation of tenure may be waived, for one additional year, in individual cases for reasons deemed by the Awards Board to be in the best interest of the IEEE.
- c) **Responsibilities of AB Presentations and Publicity Committee.**

Responsibilities of the Awards Presentation and Publicity Committee shall include but not be limited to:

- (1) Review and recommend policies and procedures related to the presentation and publicity of all awards, scholarships, and formal recognitions under the aegis of the AB and including Board, Society/Technical Council, Region, Chapter, Affinity Group, Section, Council, Conference, and Committee awards.
- (2) Oversee Honors Ceremony.
- (3) Oversee venues of award presentations.
- (4) Review and recommend content changes to the Awards Booklet and Awards Web Site.
- (5) Provide guidance to all IEEE Organizational Units on how to recognize recipients including Institute-level recipients.
- (6) Publicize and provide guidance on publicizing IEEE members who are recipients of external awards.

4.8. **TIMETABLE OF AB ACTIVITIES.** A timetable of activities for the AB, its Councils, and Committees is prepared by the AB Chair in conjunction with the IEEE staff for the upcoming year. The timetable is presented to the AB for final approval.

SECTION 5 - AB COUNCILS

- 5.1. **AB COUNCILS**. AB may establish AB Councils, upon approval of the Board of Directors, to facilitate the performance of operational and administrative duties assigned to AB and to encourage cooperative efforts and communication among AB entities.

The AB Councils are:

IEEE Medals Council
IEEE Technical Field Awards Council (TFAC)
IEEE Recognitions Council

- 5.2. **COMPOSITION OF COUNCILS**. The membership of the councils shall consist of the Chairs, Vice Chairs, and Immediate Past Chairs of the councils, the Chairs of the selection committees and ad hoc committees assigned to the Councils, as well as other members designated by the AB Chair, with the concurrence of AB. The chairs of all councils and committees shall be appointed by the outgoing AB. The functions, charters and composition of the selection committees shall be included in this Operations Manual of the AB.

a) Terms of Service of Council Chairs and Vice-Chairs. TFA Council Chair is appointed annually, and may serve a maximum of three year terms, commencing at the completion of the April AB meeting. Medal and Recognitions Council Chairs are appointed annually, and may serve a maximum of three year terms, commencing at the completion of the September AB meeting. Vice-Chairs of the Councils are appointed annually in January for the calendar year, and may serve a maximum of three year terms.

- 5.3. **RESPONSIBILITIES OF MEDALS, TFAS AND RECOGNITIONS COUNCIL CHAIRS**.

- a) Schedule the IEEE council meeting(s) with the IEEE Awards Activities Staff.

Serve as a member of the IEEE AB, and advise of any recommendations from the councils to be considered by the Board. Normally meetings are held via teleconference

Stimulate nominations for qualified candidates.

Approve extension of deadlines for Medals, TFAs and Recognitions.

- b) Extension of deadlines will be granted by the appropriate body, and the extension will be granted until the next medal or award deadline.

- 5.4. **MEDALS COUNCIL**.

- a) General. The IEEE Medals Council is responsible for recommending proposed recipients for the sixteen (16) IEEE Medals. The Medals Council consists of a Chair, Vice Chair and the chairs of the Medal Selection Committees, including the chair of the Medal of Honor Selection Committee.

The IEEE Medals may be awarded annually when in the judgment of the AB suitable candidates are available. The IEEE Medals Council shall recommend candidates to the AB for each of the IEEE Medals, including the IEEE Medal of Honor. Candidates for the IEEE Medals shall be endorsed by the AB before submission to the Board of Directors for final approval.

IEEE Medals may be established and terminated only by the IEEE Board of Directors.

- b) Presentation and Publicity of Medals. IEEE Medal presentations shall be made in the same calendar year as the year of the medal for which the recipient was chosen. Presentation of all IEEE Institute level Medals are made by the IEEE President at the annual IEEE Honors Ceremony. The Awards Presentation Administrator coordinates the presentations with the IEEE President and the recipients. In extenuating circumstances, an alternate venue can be arranged for the presentation of a medal to a recipient.

The names of the Medal Recipients are announced in THE INSTITUTE. The Chair of the Awards Board shall inform the relevant Society, Region and Section with which the IEEE Award recipient is affiliated, requesting that the recipient be recognized at an appropriate meeting of the Society, Region, and/or Section and in its publications. The Medal of Honor Recipient is placed on the cover of SPECTRUM with a feature article.

c) Eligibility of Candidates for the IEEE Medals.

- (1) Recipients of the IEEE Medal of Honor are not eligible to be considered for another IEEE Institute-level Medal, Technical Field Award or Recognition.
- (2) The recipient of an IEEE Institute-level medal may not receive another medal in a given year for the same work even if it is for a higher-level award.
- (3) The recipient of an IEEE Institute-level medal may not receive another medal in a given year even if for different work.
- (4) Candidates need not be IEEE members, unless otherwise noted.
- (5) The following are not eligible to be considered:
 - 5.a) Deceased persons (Exception: posthumous award may be presented if recipient's death occurs after the IEEE Board of Directors approves the nomination.
 - 5.b) Self nominations
 - 5.c) IEEE Staff
 - 5.d) See "Special Provisions" section for additional restrictions.

d) Membership and Responsibilities of Medal Selection Committee Chairs and Members.

- (1) The membership of each Medal selection committee shall normally consist of an even number of members plus the Chair. Composition of Medal committees is as follows:
 - a. The Chair,
 - b. Each IEEE organizational unit that desires to participate in that specific award may recommend candidates who shall then be considered for membership by the committee Chair. The Chair shall annually seek nominations for membership from diverse geographical and organizational units whose field of interest is related to the Medal,
 - c. The recent Past Chair of the Medal selection committee who will serve in that position for a maximum of two-one year terms.
 - d. Additional members chosen because of their expertise and appointed by the Chair, to bring the membership of the committee to at least nine (Chair plus eight members).
 - e. The Chair may appoint a Vice-Chair from among the members of the committee.
 - f. The intent is to rotate 1/3 of the committee membership off each year.
 - g. Non-members may serve on selection committees as long as the majority of IEEE members is maintained.
- (2) With the exception of the Chair and the Past Chair, the term of office of all committee members shall be one year and commencing at the completion of the Fall Awards Board meeting, with a maximum of three terms.
- (3) The Chair of the selection committee shall be an IEEE member and have conducted work in the field of the award. The Chair and the members of the selection committee shall be approved by the Medals Council and the Awards Board.
 - a. The term of office of a Chair shall be one year, commencing at the completion of the Fall Awards Board meeting, with a maximum of two terms.
- (4) All members present have one vote, except the Chair, who shall only vote to make or break a tie vote.
- (5) The selection committee is responsible for conducting the award process. Specifically, the committee is responsible for:
 - a. Stimulating nominations for the award. A potential list of nominees top people in the field, top potential awardees and emerging talents, shall be maintained by the Chair, and nominations solicited as appropriate.
 - b. Evaluating the qualifications of each nominee as represented on the nomination form and in letters of recommendation that accompany the nomination. External opinions or evaluations may be solicited or received if appropriate.
 - c. Recommending a recipient and an alternate to the Medals Council.
 - d. Preparing the citation(s).
 - e. In addition to recognition at the IEEE Honors Ceremony, recommend other venues or conferences at which a recipient may be recognized.
 - f. Determining disposition of remaining nominees (i.e. carryover to the next year or drop from further consideration).
 - g. Following approval of the recipient by the IEEE Board of Directors, the president of the IEEE shall officially inform the recipient of his/her award, and the chair of the selection committee shall congratulate the recipient and

prepare with the recipient a document for publicity containing the recipient's biography and a layman's description of the significance of the recipient's contributions. The document shall be forwarded to the Awards staff.

h. Coordinating with the IEEE Development Office on funding and assisting when requested.

- (6) Medal Chairs are not eligible to serve as nominators or references for any Medal. Medal Committee members cannot serve as nominators or references for candidates that are being evaluated by their particular award committee.
- (7) The selection committee is responsible for keeping the award vital by:
 - a. Recommending changes to the criteria to maintain the award current in a manner consistent with the Gift Agreement negotiated with the sponsor and the Awards Board Bylaws.
 - b. Evaluating the award relevance on an annual basis, and recommending discontinuance or suspension of the award if appropriate to the Awards Board via the Medals Council.
 - c. Obtaining at least three nominations with an objective of at least two new nominations each year. Awards that receive fewer than three nominations may not be awarded unless special permission is granted by the IEEE Awards Board. All Awards that receive fewer than three nominations in each of three consecutive years shall be reviewed by the Awards Review Committee. The Awards Review Committee will then determine the conditions for continuation or discontinuation of this award, and will provide recommendations to the APPC. The APPC will provide recommendations for the discontinuance of an award to the Awards Board, and the Awards Board will provide such recommendations to the IEEE Board of Directors for final approval. A recommendation for discontinuation will be made in consultation with the sponsoring entity.
- (8) Each selection committee also is expected to participate in the following additional award activities beyond the specific award managed by the committee.
 - a. Recommending new awards.
 - b. Recommending changes in the selection process as appropriate.
 - c. Maintaining contact with the IEEE organizational units with interest in the award.
 - d. Referring award nominees as appropriate for other awards.
- (9) The Chair of each award selection committee is a member of the Medals Council and represents the recommendations of the committee at Medals Council Meetings.
 - a. The Chair prepares a committee report to present to the authorized council is attached as Appendix I.

e) Procedures for Selection of Recipients.

NOTE: A member of any award selection or evaluating committee must disclose the extent of any involvement with a nomination for that award prior to the evaluation and/or selection process.

- (1) Call for Nominations. The deadline for receipt of nominations is 1 July. The AB Staff Secretary is responsible for having a Call for Nominations appear in the year-end issue of the INSTITUTE. In addition, the Committee may request a special mailing to relevant IEEE entities by the Awards Staff.
- (2) Candidate Dossier. The candidate dossier will consist of the nomination form and supporting letters. Materials in excess of the specified required nomination information will not be forwarded to the Committee.
- (3) Development of Candidate Ratings. The candidate dossiers are mailed to Committee members for review and submission of ratings is given to the Awards Staff. In the evaluation process, the relative weighting of each medal's criteria is at the discretion of the Committee.
- (4) Final Selection of Recommended Recipient. The committee members rank the nominees in descending rank order; No.1 being the first choice, etc. Results are tabulated and distributed to the Committee for use in the selection process. The Committee will meet via teleconference to:
 - 4.a) Review the tabulated rankings and discuss the nominees.
 - 4.b) Select the recommended recipient and alternate; The selection committee must designate an alternate candidate in order for the additional candidates be recommended for reconsideration.
 - 4.c) Develop the respective proposed citations for the recipient and alternate.
 - 4.d) In addition to selection of a Recipient, it is a requirement of the Board of Directors that an Alternate be selected if there is another qualified nominee for the medal, as the Board of Directors has the option to not accept the Recipient recommended by the AB. This rarely, if ever, happens.
 - 4.e) IEEE Medals are awarded annually to an individual, or team.

- 4.e.1) A team is defined as a group of three or fewer individuals working on the same contribution for which the award is given, who have regular interactions and exchange of ideas on that contribution.
- 4.e.2) Multiple Recipients are defined as a group of three or fewer people (not a team) working on the same contribution, each individual having separate but valuable contributions. Multiple Recipients must have the same citation.
- 4.f) No award shall be given unless there are at least three candidate nominations (new plus carry-over), unless special permission is granted by the Awards Board. (See Procedure for discontinuance of awards.)

(5) Selection Voting. A majority of the members shall constitute a quorum. A majority affirmative vote of the members present is required for the final selection.

(6) Timetable of Committee Activities. A master schedule containing all the dates is created annually. (Dates may be subject to change.)

f) The IEEE Medals are:

All IEEE Medals may be awarded annually when in the judgment of the Awards Board, suitable candidates are available, unless otherwise stipulated herein.

(1) IEEE Medal of Honor, established in 1917, shall be awarded for an exceptional contribution or an extraordinary career in the IEEE fields of interest.

The Medal of Honor is sponsored by IEEE Foundation.

The Medal of Honor is the highest IEEE award. The candidate need not be a member of IEEE.

The Medal of Honor Selection Committee shall recommend candidates to the Awards Board for endorsement, who in turn shall recommend to the Board of Directors for final approval. If the recipients contributions fall within the fields of communications, the Frank Cowan Fund will support the award.

The Medal of Honor may only be awarded to an individual.

Recipients of the IEEE Medal of Honor are not eligible to be considered for another IEEE Medal, Technical Field Award or Recognition.

In a given year, if the Medal of Honor Recipient is not an IEEE member, that recipient will be automatically recommended to the IEEE Board of Directors for IEEE Honorary Membership.

The award consists of

- gold medal
- bronze replica
- certificate
- \$50,000

1.a) Medal of Honor Committee Composition. The IEEE Medal of Honor Committee, a Committee of the AB, is composed of the following members: AB Past Chair, who serves as Committee Chair; AB Chair; and seven members appointed by the outgoing Medal of Honor Committee.

(2) IEEE Edison Medal, established in 1904, for a career of meritorious achievement in electrical science, electrical engineering or the electrical arts.

The IEEE Edison Medal is sponsored by Samsung Electronics Co., Ltd. and is may only be awarded to an individual.

In the evaluation process, the following criteria are considered: leadership; individual contributions; originality; breadth; patents/publications; other achievements; honors; duration of dominance; and quality of nomination.

The recipient of the IEEE Edison Medal receives:

- gold medal
- small gold replica
- certificate

- \$15,000

- (3) IEEE Founders Medal, established in 1952, for outstanding contributions in the leadership, planning, and administration of affairs of great value to the electrical and electronics engineering profession.

The IEEE Founders Medal is sponsored by IEEE Foundation and may be awarded to an individual or team, up to three in number.

In the evaluation process, the following criteria are considered: outstanding leadership, planning, or administration of affairs related to the profession; major industry administrator, manager of complex scientific mission, additional consideration may be service to the IEEE beyond normal expectation.

The recipient of the IEEE Founders Medal receives:

- gold medal
- bronze replica
- certificate
- \$10,000

- (4) IEEE James H. Mulligan, Jr. Education Medal. Formerly the IEEE Education Medal, established in 1956, for a career of outstanding contributions to education in the fields of interest of IEEE.

The IEEE James H. Mulligan, Jr. Education Medal is sponsored by The Mathworks, Inc., Pearson Education, Inc., National Instruments Foundation and IEEE Life Members Committee and may only be awarded to an individual.

In the evaluation process, the following criteria are considered: excellence in teaching and ability to inspire students (wt=20); leadership in electrical engineering education through publication of course materials and writings on engineering education (wt=25); leadership in the development of programs in curricula or teaching methodology (wt=20); contributions to the engineering profession through research, engineering achievements and technical papers (wt=25); participating in the education activities of professional societies (wt=10).

The recipient of the IEEE James H. Mulligan, Jr. Education Medal receives:

- gold medal
- bronze replica
- certificate
- \$20,000

- (5) IEEE Alexander Graham Bell Medal established in 1976, for exceptional contributions to the advancement of communications sciences and engineering.

The IEEE Alexander Graham Bell Medal is sponsored by Alcatel-Lucent Bell Labs and may be awarded to an individual or team.

In the evaluation process, the following criteria are considered: value of contribution to communication among people; value of contribution to communication sciences and engineering; evaluation of contributor; evaluation of nominator and references; timeliness of recognition.

The recipient of the IEEE Alexander Graham Bell Medal receives:

- gold medal
- bronze replica
- certificate
- \$20,000

- (6) IEEE Simon Ramo Medal, established in 1982, for exceptional achievement in systems engineering and systems science.

The IEEE Simon Ramo Medal is sponsored by Northrop Grumman Corporation and may be awarded to an individual or multiple recipients up to three in number.

In the evaluation process, the following criteria are considered: significance of achievement in systems engineering and systems science or for technical leadership in a major innovative engineering project within the scope of the IEEE; originality; breadth; impact on technology; patents/publications; quality of nomination.

The recipient of the IEEE Simon Ramo Medal receives:

- gold medal
- bronze replica
- certificate
- \$20,000

- (7) IEEE Medal for Engineering Excellence, established in 1986, for exceptional achievement in application engineering in the technical disciplines of the IEEE, for the benefit of the public and the engineering profession.

The IEEE Medal of Engineering Excellence may be awarded to an individual or team up to three in number.

In the evaluation process, the following criteria are considered: innovative design, development, or application engineering; simplification of a complex process or procedure in engineering, manufacturing, installation, etc.; application of existing technology or hardware to a new use; transfer of technology to solve a problem; planning, coordination, and leadership of a major or complex project; engineering entrepreneurship; impact of the contribution on the public; impact of the contribution on the engineering profession.

The recipient of the Medal for Engineering Excellence receives:

- gold medal
- bronze replica
- certificate
- \$10,000

- (8) IEEE Medal for Environmental and Safety Technologies, established in 2008, for outstanding accomplishments in the application of technology in the fields of interest to IEEE that improve the environment and/or public safety.

The IEEE Medal for Environmental and Safety Technologies is sponsored by Toyota Motor Corporation and may be awarded to an individual or team, up to three in number.

In the evaluation process, the following criteria are considered: public benefits of the contribution; degree in improvement in important performance metrics; innovative design, development or application engineering; favorable influence on the contribution on technical professions.

The recipient of the IEEE Medal for Environmental Technologies receives:

- Gold medal
- bronze replica
- certificate
- \$20,000

- (9) IEEE Richard W. Hamming Medal, established in 1986, for exceptional contributions to information sciences, systems and technology.

The IEEE Richard W. Hamming Medal is sponsored by QUALCOMM, Inc. and may be awarded to an individual or team, up to three in number.

In the evaluation process, the following criteria are considered: scope includes information transmission, coding, storage, and recovery; subject areas include information theory, coding theory, data communication, computer networks, data storage and retrieval, image and speech understanding; originality; breadth; impact on technology; patents/publications; quality of nomination.

The recipient of the IEEE Richard W. Hamming Medal receives:

- gold medal
- bronze replica
- certificate
- \$20,000

- (10) IEEE Medal in Power Engineering, established in 2008, for outstanding contributions to the technology associated with the generation, transmission, distribution, application, and utilization of electric power for the betterment of society.

The IEEE Medal in Power Engineering is sponsored by the IEEE Industry Applications, Industrial Electronics, Power Electronics, and Power and Energy Societies and may be presented to an individual.

In the evaluation process, the following criteria are considered: contribution shall include impact on the profession and the betterment of society; succession of significant technical or other contributions; leadership in accomplishing worthwhile goal(s); previous honors; other achievements as evidenced by publications, patents, or other evidence.

The recipient of the IEEE Medal in Power Engineering receives:

- gold medal
- bronze replica
- certificate
- \$20,000

- (11) IEEE Heinrich Hertz Medal, established in 1986, for outstanding achievements in electromagnetic waves.

The IEEE Heinrich Hertz Medal may be awarded to an individual.

In the evaluation process, the following criteria are considered: contribution represents exceptional advance in the state of electromagnetic; contribution may be theoretical or experimental in nature; desirably, it should be both; contribution may deal with electromagnetics at any frequency, and may entail, for example: generation, detection, propagation, transmission, or interaction with matter; contribution must have been reported widely, and with clarity, to enable others to make further contributions to fundamental knowledge or to applications; the overall strength of the nomination package as prepared by the nominator.

The recipient of the IEEE Heinrich Hertz Medal receives:

- gold medal
- bronze replica
- certificate
- \$10,000

- (12) IEEE John von Neumann Medal, established in 1990, for outstanding achievements in computer-related science and technology.

The IEEE John von Neumann Medal is sponsored by IBM Corporation and may be awarded to an individual or team, up to two in number.

In the evaluation process, the following criteria are considered: achievements may be theoretical, technological, entrepreneurial, and need not have been made immediately prior to the date of the award; truly outstanding contributions in computer hardware, software, or systems art; scope is the processing of information and includes the subject areas of computer architecture, base technologies, systems, languages, algorithms and protocols, and application domains; work cited could have appeared in the form of publications, patents, products, or simply general recognition by the profession that the individual cited is the agreed upon originator of the advance upon which the award decision is based; overall strength of the nomination as prepared by the nominator.

The recipient of the IEEE John von Neumann Medal receives:

- gold medal
- bronze replica
- certificate
- \$10,000

- (13) IEEE Jack S. Kilby Signal Processing Medal, established in 1995, for outstanding achievements in signal processing.

The IEEE Jack S. Kilby Signal Processing Medal is sponsored by Texas Instruments, Inc. and may be awarded to an individual or team, up to three in number.

In the evaluation process, the following criteria are considered: subject areas such as algorithms, architecture and applications; theoretical, technological or commercial achievements; patents/publications/products; generally recognized major technological advancement in the field of signal processing; quality of nomination.

The Recipient of the IEEE Jack S. Kilby Signal Processing Medal receives:

- gold medal
- bronze replica
- certificate
- \$10,000

- (14) IEEE/RSE Wolfson James Clerk Maxwell Award, established in 2006, for groundbreaking contributions that have had an exceptional impact on the development of electronics and electrical engineering or related fields.

The IEEE/RSE Wolfson James Clerk Maxwell Award is funded by Wolfson Microelectronics plc. and may be presented each year to an individual, team, or multiple recipients up to two in number.

The recipient of the IEEE/RSE Wolfson James Clerk Maxwell Award receives:

- gold medal
- bronze replica
- certificate
- \$20,000

- (15) IEEE Jun-ichi Nishizawa Medal, established in 2002, for outstanding contributions to material and device science and technology, including practical application.

The Jun-Ichi Nishizawa Medal is sponsored by The Federation of Electric Power Companies, Japan and Semiconductor Research Foundation and may be awarded to an individual, multiple recipients or team of up to three.

In the evaluation process, the following criteria are considered: quality of technical achievement; enhancement of technology; impact on the relevant technical community; impact on the profession and benefit to the society; publications and patents; quality of nomination.

The recipient of the IEEE Jun-ichi Nishizawa Medal receives:

- gold medal
- bronze replica
- certificate
- \$20,000

- (16) IEEE Dennis J. Picard Medal for Radar Technologies and Applications, established in 1999, for outstanding accomplishments in advancing the fields of radar technologies and their applications.

The IEEE Dennis J. Picard Medal for Radar Technologies and Applications is sponsored by Raytheon Company and may be awarded to an individual or team, up to three in number.

In the evaluation process, the following criteria are considered: field leadership; contribution; originality; breadth; inventive value; publications; other achievements; society activities; honors; duration; Overall strength of nomination as prepared by nominator.

The recipient of the IEEE Dennis J. Picard Medal for Radar Technologies and Applications receives:

- gold medal
- bronze replica
- certificate
- \$20,000

Composition of IEEE Picard Medal Committee There shall be 9 members on the IEEE Picard Medal Committee. The 9 members shall consist of 8 voting members and a chair, who will not vote except in case of a tie. The chair shall be chosen annually by the committee from members with at least one year of experience on the committee.

The committee members shall be nominated by the presidents of their IEEE societies and appointed by the Picard Committee Chair.

The members are chosen from the IEEE societies whose interest is radar technology and or radar systems:

- Aerospace and Electronics Systems
- Antennas and Propagation
- Circuits and Systems
- Electron Devices
- Geoscience and Remote Sensing Microwave Theory and Techniques
- Signal Processing
- Ultrasonics, Ferroelectrics, and Frequency Control

The term of each committee member shall be 3 years. There must be a gap of three years off the committee before a person shall be eligible to serve another term on the Picard Medal committee.

The following qualifications are recommended of prospective committee members:

- The members should be either IEEE Fellows, with their Fellow award being for contributions applicable to the field of radar technology and/ or radar systems, or past recipients of the Picard Award.
- The majority of the committee member's publications should be in fields applicable to radar technology and or radar systems.

When proposed for membership to the Picard Award committee by the society, the resume of the proposed member's credentials, with list of publications, shall be forwarded to the award committee chair for verification of his or her stature in the radar technology / radar systems community.

If a society's interest in radar technology and / or radar systems changes or diminishes such that none of that society's members can be found who meet these criteria, then the chair of the committee may fill the vacancy with someone from another society.

The committee shall make every effort to have international representation on the committee.

- (17) IEEE Robert N. Noyce Medal, established in 1999, for exceptional contributions to the microelectronics industry.

The IEEE Robert N. Noyce Medal is sponsored by Intel Foundation and may be awarded to an individual or team of up to three.

In the evaluation process, the following criteria are considered: field leadership; contribution; originality; breadth; inventive value; publications; other achievements; society activities; honors; duration; overall strength of nomination as prepared by nominator.

The recipient of the IEEE Robert N. Noyce Medal receives:

- gold medal
- bronze replica
- certificate
- \$20,000

- (18) IEEE Medal for Innovations in Healthcare Technology, established in 2009, for outstanding contributions and/or innovations in engineering within the fields of medicine, biology, and healthcare technology.

The IEEE Medal for Innovations in Healthcare Technology is sponsored by the IEEE Engineering in Medicine and Biology Society and may be awarded to an individual, multiple recipients or a team up to five.

In the evaluation process, the following criteria are considered: impact on the profession and/or society; succession of significant technical or other contributions; leadership in accomplishing worthwhile goal(s); previous honors; and other achievements as evidenced by publications or patents or other evidence; quality of nomination.

The recipient of the IEEE Medal for Innovations in Healthcare Technology receives:

- gold medal
- bronze replica
- certificate
- \$20,000

5.5. TECHNICAL FIELD AWARDS COUNCIL

- a) General. The Technical Field Awards Council is responsible for recommending proposed recipients for the thirty one (32) IEEE Technical Field Awards to the AB. The Technical Field Awards Council consists of a Chair, Vice Chair and the chairs of the TFA Selection Committees.

The IEEE Technical Field Awards are awarded for contributions or leadership in specific fields of interest of the IEEE. They may be awarded annually when in the judgment of the AB suitable candidates are available. The IEEE Technical Field Awards Council shall recommend candidates to the AB for each of the IEEE Technical Field Awards.

- b) Presentation and Publicity of TFA's.

IEEE Technical Field Award presentations shall be made in the same calendar year as the year of the award for which the recipient was chosen. The awards are presented by the IEEE President or designee at an IEEE technical conference or symposium, as recommended by the relevant selection committee and endorsed by the IEEE Technical Field Awards Council, and approved by the IEEE AB. However, in rare and unusual circumstances, and with the approval of the AB, the IEEE President or designee may make the presentation at a non-IEEE technical conference or symposium.

The recipients of the IEEE Technical Field Awards are announced in THE INSTITUTE. The Chair of the Awards Board shall inform the relevant Society, Region and/or Section with which the IEEE Award recipient is affiliated, requesting that the recipient be recognized at an appropriate meeting of the Society, Region, and Section and in its publications.

- c) Eligibility of Candidates for the IEEE Technical Field Awards.

(1) A TFA Recipient may not receive two Technical Field Awards for the same work, but is eligible to be considered for a higher level award for the same work.

(2) Candidates need not be IEEE members, unless otherwise noted.

(3) The selection committee must designate an alternate candidate in order for the additional candidates be recommended for reconsideration.

(4) The following are not eligible to be considered:

4.a) Deceased persons are not eligible- Exception: posthumous award may be presented if recipient's death occurs after the IEEE Board of Directors approves the nomination.

4.b) Self nominations

4.c) IEEE Staff

4.d) See "Special Provisions" Section 6 in the AB Opaerations Manual for additional restrictions.

- d) Membership and Responsibilities of Technical Field Award Committee Chairs and Members.

(1) The membership of each TFA selection committee shall consist of an even number of members plus the Chair. Composition of TFA selection committees is as follows:

a. The Chair,

b. Each IEEE organizational unit that desires to participate in that specific award may recommend candidates who shall then be considered for membership by the committee Chair. The Chair shall annually seek nominations for membership from diverse geographical and organizational units whose field of interest is related to the award,

c. The recent Past Chair of the TFA selection committee who will serve in that position for a maximum of two-one year terms

d. Additional members chosen because of their technical background and appointed by the Chair, to bring the membership of the committee to at least seven (Chair plus six members).

e. The Chair may appoint a Vice-Chair from among the members of the committee.

f. The intent is to rotate 1/3 of the committee membership off each year.

g. Non-members may serve on selection committees as long as the majority of IEEE members is maintained.

(2) With the exception of the Chair and the Past Chair, the term of office of all committee members shall be one year, commencing at the completion of the Spring Awards Board meeting, with a maximum of three terms.

- (3) The Chair of the committee shall be an IEEE member and have conducted work in the field of the award. The Chair and the members of the committee shall be approved by the TFA Council and the Awards Board.
 - a. The Chair shall rotate among the Societies/Councils representing work in the field of the TFA.
 - b. The term of office of a Chair shall be one year, commencing at the completion of the Spring Awards Board meeting, with a maximum of two terms.
- (4) All members present have one vote, except the Chair, who shall only vote to make or break a tie vote.
- (5) The selection committee is responsible for conducting the award process. Specifically, the committee is responsible for:
 - a. Stimulating nominations for the award. A potential list of nominees, top people in the field, top potential awardees and emerging talents, shall be maintained by the Chair, and nominations solicited as appropriate.
 - b. Evaluating the qualifications of each nominee as represented on the nomination form and in letters of recommendation that accompany the nomination. External opinions or evaluations may be solicited or received if appropriate.
 - c. Recommending a recipient and an alternate to the TFA Council.
 - d. Preparing the citation(s).
 - e. In addition to recognition at the selected presentation venue, recommend other venues or conferences at which a recipient may be recognized.
 - f. Determining disposition of remaining nominees (i.e. carryover to the next year or drop from further consideration).
 - g. Following approval of the recipient by the IEEE Board of Directors, the president of the IEEE shall officially inform the recipient of his/her award, and the chair of the selection committee shall congratulate the recipient and prepare with the recipient a document for publicity containing the recipient's biography and a layman's description of the significance of the recipient's contributions. The document shall be forwarded to the awards staff.
 - h. Coordinating with the IEEE Development Office on funding and assisting when requested.
- (6) TFA Chairs are not eligible to serve as nominators or references for TFAs. TFA Committee members cannot serve as nominators or references for candidates that are being evaluated by their particular award committee.
- (7) The committee is responsible for keeping the award vital by:
 - a. Recommending changes to the criteria to maintain the award current in a manner consistent with the Gift Agreement negotiated with the sponsor and the Awards Board Bylaws.
 - b. Evaluating the award relevance on an annual basis, and recommending discontinuance or suspension of the award if appropriate to the Award Board via the TFA Council.
 - c. Obtaining at least three nominations with an objective of at least two new nominations each year. Awards that receive fewer than three nominations may not be awarded unless special permission is granted by the IEEE Awards Board. All Awards that receive fewer than three nominations in each of three consecutive years shall be reviewed by the Awards Review Committee. The Awards Review Committee will then determine the conditions for continuation or discontinuation of this award, and will provide recommendations to the APPC. The APPC will provide recommendations for the discontinuance of an award to the Awards Board, and the Awards Board will provide such recommendations to the IEEE Board of Directors for final approval. A recommendation for discontinuation will be made in consultation with the sponsoring entity.
- (8) Each selection committee also is expected to participate in the following additional award activities beyond the specific award managed by the committee.
 - a. Recommending new awards.
 - b. Recommending changes in the selection process as appropriate.
 - c. Maintaining contact with the Societies/Councils who are active in the disciplines of the award.
 - d. Referring award nominees as appropriate for other awards.
- (9) The Chair of each award selection committee is a member of the TFA Council and represents the recommendations of the selection committee at TFA Council Meetings.

e) Procedures for Selection of Recipients.

NOTE: A member of any award selection or evaluating committee must disclose the extent of any involvement with a nomination for that award prior to the evaluation and/or selection process.

- (1) Call for Nominations. The deadline for receipt of nominations is 31 January. The AB Staff is responsible for having a Call for Nominations appear in THE INSTITUTE. In addition, the committee may request a special mailing to relevant IEEE entities by the Awards Staff.

- (2) Candidate Dossier. The candidate dossier will consist of the nomination form and supporting letters. Materials in excess of the specified required nomination information will not be forwarded to the committee.
- (3) Development of Candidate Ratings. The candidate dossiers are mailed to committee members for review and submission of ratings is given to the Awards Staff. In the evaluation process, the relative weighting of each award's criteria is at the discretion of the Committee.
- (4) Final Selection of Recommended Recipient. The committee members rank the nominees in descending rank order; No.1 being the first choice, etc. Results are tabulated and distributed to the committee for use in the selection process. The committee will meet via teleconference to:
- 4a. Review the tabulated rankings and discuss the nominees;
 - 4b. Select the recommended recipient and alternate; The selection committee must designate an alternate candidate in order for the additional candidates be recommended for reconsideration.
 - 4c. Develop the respective proposed citations for the recipient and alternate.
 - 4d. In addition to selection of a recipient, it is a requirement of the Board of Directors that an alternate be selected if there is another qualified nominee for the award, as the Board of Directors has the option to not accept the recipient recommended by the AB. This rarely, if ever, happens.
 - 4e. No award shall be given unless there are at least 3 candidate nominations (new plus carry-over), unless special permission is granted by the Awards Board. (*See procedure for discontinuance of awards.*)
 - 4f. The IEEE Technical Field Awards are awarded annually to an individual or team.
 - 4f.1) A team is defined as a group of three or fewer individuals, working on the same contribution for which the award is given, who have regular interactions and exchange of ideas on that contribution.
 - 4f.2) Multiple Recipients are defined as a group of three or fewer people (not a team) working on the same contribution, each individual having separate but valuable contributions. Multiple Recipients must have the same citation.
- (5) Selection Voting. A majority of the members shall constitute a quorum. A majority affirmative vote of the members present is required for the final selection.
- f) Timetable of Committee Activities. A master schedule containing all the dates is created annually. All dates subject to change.
- g) The IEEE Technical Field Awards are:
- IEEE Awards may be awarded annually when, in the judgement of the Awards Board, suitable candidates are available, unless otherwise stipulated herein.
- (1) IEEE Clelio Brunetti Award, established in 1975, for outstanding contributions to nanotechnology and miniaturization in the electronics arts.
- The IEEE Clelio Brunetti Award is sponsored by Brunetti Bequest and may be awarded to an individual or team of not more than three.
- In the evaluation process, the following criteria are considered: innovation or development; social value; uniqueness of concept; other technical accomplishment; quality of the nomination.
- The recipient of the IEEE Clelio Brunetti Award receives:
- Certificate
 - \$5,000
- (2) IEEE Components, Packaging, and Manufacturing Technology Award, established in 2002, for meritorious contributions to, the advancement of components, electronic packaging or manufacturing technologies.
- The Components, Packaging, and Manufacturing Technology Award is sponsored by IEEE CPMT Society and may be awarded to an individual or team of not more than three.

In the evaluation process, the following criteria are considered: all aspects of device and systems packaging, including packaging of microelectronics, optoelectronics, RF/wireless and micro-electro-mechanical systems (MEMS); enhancement of technology; impact on the relevant technical community and the profession; benefit to society; quality of the nomination.

The recipient of the Components, Packaging and Manufacturing Technology Award receives:

- bronze medal
- certificate
- \$10,000

- (3) IEEE Control Systems Award, established in 1980, for outstanding contributions to control systems engineering, science, or technology.

The IEEE Control Systems Award is sponsored by IEEE Control Systems Society and may be awarded to an individual.

In the evaluation process, the following criteria are considered: seminal nature of the contribution; singular achievement; practical impact; breadth of contributions; depth of contributions; historical precedence; quality of the nomination.

The recipient of the IEEE Control Systems Award receives:

- bronze medal
- certificate
- \$10,000

- (4) IEEE Electromagnetics Award, established in 1996, for outstanding contributions to electromagnetics in theory, application or education.

The IEEE Electromagnetics Award is sponsored by IEEE Antennas and Propagation, Electromagnetic Compatibility, IEEE Microwave Theory and Techniques, and the IEEE Geoscience and Remote Sensing Societies and may be awarded to an individual.

In the evaluation process, the following criteria are considered: impact on the profession; innovation/originality; quality of publications; breadth, depth and duration of contributions; honors; other achievements; quality of the nomination.

The recipient of the IEEE Electromagnetics Award receives:

- bronze medal
- certificate
- \$10,000

- (5) IEEE Andrew S. Grove Award, renamed in 1999, formerly known as the IEEE Jack S. Morton Award, established in 1974, for outstanding contributions to solid-state devices and technology.

The IEEE Andrew S. Grove Award is sponsored by IEEE Electron Devices Society and may be awarded to an individual or team of up to three.

In the evaluation process, the following criteria are considered: field leadership; contribution; originality; breadth; inventive value; publications; other achievements; society activities; honors; duration; quality of nomination.

The recipient of the IEEE Andrew S. Grove Award receives:

- bronze medal
- certificate
- \$10,000

- (6) IEEE Herman Halperin Electric Transmission and Distribution Award, established in 1986, for outstanding contributions to electric transmission and distribution.

The IEEE Herman Halperin Electric Transmission and Distribution Award is sponsored by Robert & Ruth Halperin Foundation, in memory of the late Herman & Edna Halperin, and the IEEE Power & Energy Society and may be awarded to an individual or team up to three in number.

In the evaluation process, the following criteria are considered: technological importance; successful application; originality; leadership; publications; quality of the nomination.

The recipient of the IEEE Herman Halperin Electric Transmission and Distribution Award receives:

- certificate
- \$10,000

- (7) IEEE Masaru Ibuka Consumer Electronics Award, established in 1987, for outstanding contributions in the field of consumer electronics technology.

The IEEE Masaru Ibuka Consumer Electronics Award is sponsored by Sony Corporation and may be awarded to an individual or team of up to three.

In the evaluation process, the following criteria are considered: technical innovation; creativity, quality; timeliness, societal benefit; technology enhancement associated with achievement(s); leadership and professional contributions of the individual(s) identifiable with the achievements; quality of the nomination.

The recipient of the IEEE Masaru Ibuka Consumer Electronics Award receives:

- bronze medal
- certificate
- \$10,000

- (8) IEEE Internet Award, established in 1999, for exceptional contributions to the advancement of Internet technology for network architecture, mobility and/or end-use applications.

The IEEE Internet Award is sponsored by Nokia Corporation and may be awarded to an individual, or multiple recipients.

In the evaluation process, the following criteria are considered: innovation; leadership in the field; contributions to open system; specification; honors, other achievements; quality of the nomination.

The recipient of the IEEE Internet Award receives:

- bronze medal
- certificate
- \$10,000

- (9) IEEE Reynold B. Johnson Data Storage Device Technology Award, established in 2004, for outstanding contributions to the advancement of information storage with emphasis on technical contributions in computer data storage device technology.

The IEEE Reynold B. Johnson Data Storage Device Technology Award is sponsored by Hitachi Global Storage Technologies and may be awarded to an individual, team or multiple recipients up to three in number.

In the evaluation process, the following criteria are considered: significant advances in storage device technology engineering; research; leadership; education, leading to the development of commercial data storage devices; quality of the nomination.

The recipient of the IEEE Reynold B. Johnson Data Storage Device Technology Award receives:

- bronze medal
- certificate
- \$10,000

- (10) IEEE Reynold B. Johnson Information Storage Systems Award, established in 1992, for outstanding contributions to information storage systems, with emphasis on computer storage systems.

The Reynold B. Johnson Information Storage Systems Award is sponsored by IBM Almaden Research Center and may be awarded to an individual, team or multiple recipients up to three in number.

In the evaluation process, the following criteria are considered: computer storage is emphasized; Achievement may relate to materials, concepts, design, hardware or software, may be theoretical or experimental, but will be judged on the impact and the historical significance on the evolution of computer storage systems; quality of the nomination.

The recipient of the IEEE Reynold B. Johnson Information Storage Systems Award receives:

- bronze medal
- certificate
- \$10,000

- (11) IEEE Richard Harold Kaufmann Award, established in 1986, for outstanding contributions in industrial systems engineering.

The IEEE Richard Harold Kaufmann Award is sponsored by IEEE Industry Applications Society and may be awarded to an individual or team of not more than three.

In the evaluation process, the following criteria are considered: exceptional contributions to design or application of systems technology; application of systems technology, apparatus, devices or materials for plant power distribution, drive systems, process control or other utilization systems; quality of the nomination.

The recipient of the IEEE Richard Harold Kaufmann Award receives:

- bronze medal
- certificate
- \$10,000

- (12) IEEE Joseph F. Keithley Award in Instrumentation and Measurement, established in 2000, for outstanding contributions in electrical measurements.

The IEEE Joseph F. Keithley Award is sponsored by Keithley Instruments, Inc. and may be awarded to an individual or team of not more than three.

In the evaluation process, the following criteria are considered: innovation or development; social value; uniqueness of concept; other technical accomplishment; quality of the nomination.

The recipient of the IEEE Joseph F. Keithley Award in Instrumentation and Measurement receives:

- bronze medal
- certificate
- \$10,000

- (13) IEEE Gustav Robert Kirchhoff Award, established in 2003, for outstanding contributions to the fundamentals of any aspect of electronic circuits and systems that has a long-term significance or impact.

The IEEE Gustav Robert Kirchhoff Award is sponsored by IEEE Circuits and Systems Society and may be awarded to an individual or multiple recipients where all members of the team could be judged to have made a crucial contribution(s) to the overall outcome.

In the evaluation process, the following criteria are considered: impact; perceived long term and fundamental nature of the contribution(s) that they have made; originality; publication of significant and profound new and non-obvious result; or an approach in a subject area which relates to the circuits and systems, but which has broader impact across other aspects of Electronic or Electrical Engineering; patents; starting a company based on a fundamental contribution; quality of the nomination.

The recipient of the IEEE Gustav Robert Kirchhoff Award receives:

- bronze medal
- certificate
- \$10,000

- (14) IEEE Leon K. Kirchmayer Graduate Teaching Award, established in 1990, renamed in 2001, formerly known as the IEEE Graduate Teaching Award, for inspirational teaching of graduate students in the IEEE fields of interest.

The IEEE Leon K. Kirchmayer Graduate Teaching Award is sponsored by Leon K. Kirchmayer Memorial Fund and may be awarded to an individual.

In the evaluation process, the following criteria are considered: excellence in teaching graduate students; curriculum development with the inclusion of current research and development knowledge that reflects the state of the art in courses; authorship of course material for graduate students; and involvement with and direction of students to prepare them for effective careers in engineering and the sciences; quality of the

nomination.

The recipient of the IEEE Leon K. Kirchmayer Graduate Teaching Award receives:

- bronze medal
- certificate
- \$10,000

- (15) IEEE Koji Kobayashi Computers and Communications Award, established in 1986, for outstanding contributions to the integration of computers and communications.

The IEEE Koji Kobayashi Computers and Communications Award is sponsored by NEC Corporation and may be awarded to an individual, multiple recipients, or a team of up to three.

In the evaluation process, the following criteria are considered: developments; inventions; systems or methods of significance in the field of computers and communications for which nominee deserves principal credit, together with the approximate year in which these were accomplished; quality of the nomination.

The recipient of the IEEE Koji Kobayashi Computers and Communications Award receives:

- bronze medal
- certificate
- \$5,000

- (16) IEEE William E. Newell Power Electronics Award, established in 2005, for outstanding contribution(s) to the advancement of power electronics.

The IEEE William E. Newell Power Electronics Award is sponsored by IEEE Power Electronics Society and may be awarded to an individual.

In the evaluation process, the following criteria are considered: outstanding teaching of power electronics; innovative research or consulting endeavors; professional seminars; realization of major projects, major project or program management; impact on the power electronics profession; publications and patents; quality of the nomination.

The recipient of the IEEE William E. Newell Power Electronics Award receives:

- bronze medal
- certificate
- \$10,000

- (17) IEEE Daniel E. Noble Award, renamed in 2000, formerly known as the IEEE Morris N. Liebmann Memorial Award, established in 1919, for outstanding contributions to emerging technologies recognized within recent years.

The IEEE Daniel E. Noble Award is sponsored by Motorola Foundation and may be awarded to an individual or team of up to three.

In the evaluation process, the following criteria are considered: emerging technologies recently discovered; invented or recognized-technology importance; impact; originality; breadth; significance; quality of the nomination

The recipient of the IEEE Daniel E. Noble Award receives:

- bronze medal
- certificate
- \$10,000

- (18) IEEE Frederik Philips Award, established in 1971, for outstanding accomplishments in the management of research and development resulting in effective innovation in the electrical and electronics industry.

The IEEE Frederik Philips Award is sponsored by Philips Electronics NV and may be awarded to an individual or team of not more than three.

In the evaluation process, the following criteria are considered: leadership in management impact on innovation; personal contributions; technological impact; quality of the nomination.

The recipient of the IEEE Frederik Philips Award receives:
- bronze medal
- certificate
- \$2,000

- (19) IEEE Photonics Award, established in 2002, for outstanding achievement(s) in photonics.

The Photonics Award is sponsored by IEEE Photonics Society and may be awarded to an individual or a team of up to three.

In the evaluation process, the following criteria are considered: outstanding discovery; significant scientific or technological advancement; important invention; impact on field; quality of the nomination.

The recipient of the IEEE Photonics Award receives:
- bronze medal
- certificate
- \$10,000

- (20) IEEE Emanuel R. Piore Award, established in 1976, for outstanding contributions in the field of information processing in relation to computer science.

The IEEE Emanuel R. Piore Award is sponsored by Piore Award Fund and may be awarded to an individual or team of two.

In the evaluation process, the following criteria are considered: contribution; significance; advancement; fundamental innovation; societal value; quality of the nomination.

The recipient of the IEEE Emanuel R. Piore Award receives:
- bronze medal
- certificate
- \$5,000

- (21) IEEE Judith A. Resnik Award, established in 1986, for outstanding contributions to space engineering, within the fields of interest of the IEEE.

The IEEE Judith A. Resnik Award is sponsored by IEEE Aerospace and Electronic Systems, Control Systems and Engineering in Medicine and Biology Societies and may be awarded to an individual or team, preference given to an individual.

In the evaluation process, the following criteria are considered: developments; inventions; systems or methods of significance in the field of space engineering for which candidate deserves principal credit, together with the approximate year in which these were accomplished; quality of the nomination.

The recipient of the IEEE Judith A. Resnik Award receives:
- bronze medal
- certificate
- \$3,000

- (22) IEEE Robotics and Automation Award, established in 2002, for contributions in the field of robotics and automation.

The IEEE Robotics and Automation Award is sponsored by IEEE Robotics and Automation Society and may be awarded to an individual, team or multiple recipients up to three.

In the evaluation process, the following criteria are considered: manufacturing automation; robotics and automation in unstructured environment; sensor design; integration and fusion; robot design; modeling; planning and control; methodologies for robotics and automation; quality of the nomination.

The recipient of the IEEE Robotics and Automation Award receives:
- bronze medal
- certificate
- \$10,000

- (23) IEEE Frank Rosenblatt Award, established in 2004, for outstanding contribution(s) to the advancement of the design, practice, techniques, or theory in biologically and linguistically motivated computational paradigms including but not limited to neural networks, connectionist systems, evolutionary computation, fuzzy systems, and hybrid intelligent systems in which these paradigms are contained.

The IEEE Frank Rosenblatt Award is sponsored by IEEE Computational Intelligence Society and may be awarded to an individual, team or multiple recipients of not more than three.

In the evaluation process, the following criteria are considered: quality of contribution; impact on the technical field and society in general; publications or patents or other evidence; quality of the nomination.

The recipient of the IEEE Frank Rosenblatt Award receives:

- bronze medal
- certificate
- \$10,000

- (24) IEEE David Sarnoff Award, established in 1959, for exceptional contributions to electronics.

The IEEE David Sarnoff Award is sponsored by Sarnoff Corporation and may be awarded to an individual or team of not more than three.

In the evaluation process, the following criteria are considered: singular outstanding achievement; originality; recent impact (within five years); quality of the nomination.

The recipient of the IEEE David Sarnoff Award receives:

- bronze medal
- certificate
- \$2,000

- (25) IEEE Donald O. Pederson Award in Solid-State Circuits, established in 1987 as the Solid-State Circuits Award, and renamed in 2005, for outstanding contributions to solid-state circuits.

The IEEE Donald O. Pederson Award in Solid-State Circuits is sponsored by IEEE Solid-State Circuits Society and may be awarded to an individual or team of not more than three.

In the evaluation process, the following criteria are considered: impact; timeliness; quality; societal benefit; technology enhancement and creativity associated with the contribution, as well as the leadership and professional contributions of individual(s) identified with the achievement; quality of the nomination.

The recipient of the IEEE Donald O. Pederson Award in Solid-State Circuits receives:

- bronze medal
- certificate
- \$10,000

- (26) IEEE Marie Sklodowska-Curie Award, established in 2008, for outstanding contributions to the field of nuclear and plasma sciences and engineering.

The IEEE Marie Sklodowska-Curie Award is sponsored by the IEEE Nuclear and Plasma Sciences Society and may be awarded to an individual, team, or multiple recipients up to three in number.

In the evaluation process, the following criteria are considered: importance of individual scientific contribution; importance of scientific contributions made by teams led by the candidate; seminal nature of the contribution; innovation/originality; societal benefit; impact on the profession; quality of the nomination.

The recipient(s) of the IEEE Marie Sklodowska-Curie Award receives:

- bronze medal
- certificate
- \$10,000

- (27) IEEE James L. Flanagan Speech and Audio Processing Award, established in 2002, for outstanding contribution to the advancement of speech and/or audio signal processing.

The IEEE James L. Flanagan Speech and Audio Processing Award is sponsored by IEEE Signal Processing Society and may be awarded to an individual or team of not more than three.

In the evaluation process, the following criteria are considered: impact on the fields of speech and/or audio processing technology; innovation; leadership; honors, or seminal contributions; publications or patents; transition to practice; quality of the nomination.

The recipient of the IEEE James L. Flanagan Speech and Audio Processing Award receives:

- bronze medal
- certificate
- \$10,000

- (28) IEEE Charles Proteus Steinmetz Award, established in 1979, for exceptional contributions to the development and/or advancement of standards in electrical and electronics engineering.

The IEEE Charles Proteus Steinmetz Award is sponsored by IEEE Standards Association and may only be awarded to an individual.

In the evaluation process, the following criteria are considered: engineering and administrative accomplishment and responsibilities; publications (books, standards, papers, conference); honors; supporting letters; IEEE activities; other organizations; quality of the nomination.

The recipient of the IEEE Charles Proteus Steinmetz Award receives:

- bronze medal
- certificate
- \$10,000

- (29) IEEE Eric E. Sumner Award, established in 1995, for outstanding contributions to communications technology.

The IEEE Eric E. Sumner Award is sponsored by Alcatel-Lucent Bell Labs and may be awarded to an individual or team of not more than three.

In the evaluation process, the following criteria are considered: research, development and application contributions to all aspects of leading-edge communication technology (Work cited could have appeared in the form of publications, patents or products or could be a generally recognized major technological advancement in the field); quality of the nomination.

The recipient of the IEEE Eric E. Sumner Award receives:

- bronze medal
- certificate
- \$10,000

- (30) IEEE Undergraduate Teaching Award, established in 1990, for inspirational teaching of undergraduate students in the fields of interest of IEEE.

The IEEE Undergraduate Teaching Award is sponsored by IEEE Education Society and may be awarded to an individual.

In the evaluation process, the following criteria are considered: excellence in teaching undergraduate students; creative development of the undergraduate curriculum; authorship of course materials for undergraduate students; involvement with undergraduate students through activities such as advising, project supervision, faculty counseling or advising for student organizations; and attracting students to engineering and scientific profession; quality of the nomination.

The recipient of the IEEE Undergraduate Teaching Award receives:

- bronze medal
- certificate
- \$2,000

- (31) IEEE Nikola Tesla Award, established in 1975, for outstanding contributions to the generation and utilization of electric power.

The Nikola Tesla Award is sponsored by The Grainger Foundation and the IEEE Power & Energy Society Award Endowment Fund and may be awarded to an individual or team of up to three.

In the evaluation process, the following criteria are considered: impact on technology; inventive value; breadth of use; leadership; quality of the nomination is also considered; "Generation" areas may include: automation, instrumentation, control; generation planning; alternative forms (e. g., wind, solar, fuel cells and space power); and conservation safety and reliability; "Utilization" areas may include: conservation; bio-medical, e. g., MRI, focused ultra sound, etc.; life quality improvement for the handicapped; manufacturing systems; robotronics.

The recipient of the IEEE Nikola Tesla Award receives:

- plaque
- \$10,000

- (32) IEEE Kiyo Tomiyasu Award, established in 2000, for outstanding early to mid-career contributions to technologies holding the promise of innovative applications.

The Kiyo Tomiyasu Award is sponsored by Dr. Kiyo Tomiyasu, IEEE Geoscience and Remote Sensing Society, IEEE Microwave Theory and Techniques Society and KDDI R&D Laboratories, Inc. and may be awarded to an individual, multiple recipients, or a team of not more than three, within fifteen years of their highest academic degree and not more than age forty-five at the time of the nomination, to any areas of IEEE interest that promise innovative applications. If the award is to be presented to a team, this restriction will apply to all.

In the evaluation process, the following criteria are considered: innovation or development; social value; uniqueness of concept; other technical accomplishment; quality of the nomination.

The recipient of the IEEE Kiyo Tomiyasu Award receives:

- bronze medal
- certificate
- \$10,000

5.6. RECOGNITIONS COUNCIL

- a) The IEEE Recognitions Council is responsible for recommending to the Awards Board proposed recipients for IEEE recognitions. The Recognitions Council consists of a Chair, Vice Chair and the chairs of the following committees: Service Awards, Corporate Recognitions, Prize Papers & Scholarships, Honorary Membership, and External Awards. These committees serve as selection committees for each of the awards with responsibility to stimulate nominations and recommend a nominee to the Recognitions Council. The IEEE Recognitions may be awarded annually when in the judgment of the AB suitable candidates are available.

The IEEE Recognitions Council shall recommend candidates for these recognitions to the AB. Candidates for these IEEE Recognitions shall be endorsed by the AB before submission to the Board of Directors for final approval.

IEEE Recognitions can be established and terminated only by the Board of Directors on the recommendation of the AB.

- b) Presentation and Publicity of Recognitions. IEEE Recognition presentations shall be made in the same calendar year as the year of the recognition for which the recipient was chosen. The Chair of the Awards Board shall inform the relevant Society, Region and Section with which the IEEE Award recipient is affiliated, requesting that the recipient be recognized at an appropriate meeting of the Society, Region, and/or Section and in its publications.
- (d) The membership of each Recognition selection committee shall normally consist of an even number of members plus the Chair. Composition of Recognition committees is as follows:
- b. The Chair,
 - c. Each IEEE organizational unit that desires to participate in that specific award may recommend candidates who shall then be considered for membership by the committee Chair. The Chair shall annually seek nominations for membership from diverse geographical and organizational units whose field of interest is related to the Recognition,
 - d. The recent Past Chair of the Recognition selection committee who will serve in that position for a maximum of two-one year terms.

- e. Additional members chosen because of their expertise and appointed by the Chair, to bring the membership of the committee to at least nine (Chair plus eight members).
 - f. The Chair may appoint a Vice-Chair from among the members of the committee.
 - g. The intent is to rotate 1/3 of the committee membership off each year.
 - h. Non-members may serve on selection committees as long as the majority of IEEE members are maintained.
- (e) With the exception of the Chair and the Past Chair, the term of office of all committee members shall be one year and commencing at the completion of the Fall Awards Board meeting, with a maximum of three terms.
- (f) The Chair of the selection committee shall be an IEEE member and have conducted work in the field of the award. The Chair and the members of the selection committee shall be approved by the Recognitions Council and the Awards Board. The term of office of a Chair shall be one year, commencing at the completion of the Fall Awards Board meeting, with a maximum of two terms.
- (g) All members present have one vote, except the Chair, who shall only vote to make or break a tie vote.
- (h) The selection committee is responsible for conducting the award process. Specifically, the committee is responsible for:
- a. Stimulating nominations for the award. A potential list of nominees top people in the field, top potential awardees and emerging talents, shall be maintained by the Chair, and nominations solicited as appropriate.
 - b. Evaluating the qualifications of each nominee as represented on the nomination form and in letters of recommendation that accompany the nomination. External opinions or evaluations may be solicited or received if appropriate.
 - c. Recommending a recipient and an alternate (alternate candidates are not required for IEEE Corporate Recognitions) to the Recognitions Council.
 - d. Preparing the citation(s).
 - e. In addition to recognition at the IEEE Honors Ceremony, recommend other venues or conferences at which a recipient may be recognized.
 - f. Determining disposition of remaining nominees (i.e. carryover to the next year or drop from further consideration).
 - g. Following approval of the recipient by the IEEE Board of Directors, the president of the IEEE shall officially inform the recipient of his/her award, and the chair of the selection committee shall congratulate the recipient and prepare with the recipient a document for publicity containing the recipient's biography and a layman's description of the significance of the recipient's contributions. The document shall be forwarded to the Awards staff.
 - h. Coordinating with the IEEE Development Office on funding and assisting when requested.
- (i) Recognition Chairs are not eligible to serve as nominators or references for any Recognition. Recognition Committee members cannot serve as nominators or references for candidates that are being evaluated by their particular award committee.
- (j) The selection committee is responsible for keeping the award vital by:
- a) Recommending changes to the criteria to maintain the award current in a manner consistent with the Gift Agreement negotiated with the sponsor and the Awards Board Bylaws.
 - b) Evaluating the award relevance on an annual basis, and recommending discontinuance or suspension of the award if appropriate to the Awards Board via the Recognitions Council.
 - c) Obtaining at least three nominations with an objective of at least two new nominations each year. Awards that receive fewer than three nominations may not be awarded unless special permission is granted by the IEEE Awards Board. All Awards that receive fewer than three nominations in each of three consecutive years shall be reviewed by the Awards Review Committee. The Awards Review Committee will then determine the conditions for continuation or discontinuation of this award, and will provide recommendations to the APPC. The APPC will provide recommendations for the discontinuance of an award to the Awards Board, and the Awards Board will provide such recommendations to the IEEE Board of Directors for final approval. A recommendation for discontinuation will be made in consultation with the sponsoring entity.
- (i) Each selection committee also is expected to participate in the following additional award activities beyond the specific award managed by the committee.
- d) Recommending new awards.
 - e) Recommending changes in the selection process as appropriate.
 - f) Maintaining contact with the IEEE organizational units with interest in the award.

- g) Referring award nominees as appropriate for other awards.
- (j) The Chair of each award selection committee is a member of the Recognitions Council and represents the recommendations of the committee at Recognitions Council Meetings.

c) The IEEE Recognitions are:

(1) IEEE Service Awards. There shall be two IEEE Service Awards:

1.a) *IEEE Haraden Pratt Award*, established in 1971, for outstanding service to IEEE, and given to IEEE members. The award is sponsored by IEEE Foundation.

1.b) *IEEE Richard M. Emberson Award*, established in 1986, for distinguished service to the development, viability, advancement, and pursuit of the technical objectives of the IEEE, and given to IEEE members. The award is sponsored by IEEE Technical Activities Board.

In the evaluation process for the Richard M. Emberson award, contributions an individual has made while an IEEE employee will not be eligible for the award, only volunteer contributions are considered.

The IEEE Service Awards are presented at the IEEE Honors Ceremony.

The recipient of an IEEE Service Award receives:

- bronze medal
- Illuminated certificate
- \$5,000
- travel reimbursement for IEEE Haraden Pratt Award recipient and companion up to \$2,000
- travel reimbursement for IEEE Richard M. Emberson Award recipient and companion up to \$1,500

Composition of Service Awards Committee is as follows:

- Chair
- eight members, including one member of TAB ARC to be recommended no later than 1 September of each year by the current Tab ARC Chair for appointment by the Awards Board.

(2) IEEE Corporate Recognitions. There shall be two IEEE Corporate Recognitions:

2a.) *IEEE Corporate Innovation Recognition*, established in 1985, for outstanding and exemplary contributions by an industrial entity, governmental or academic organization, or other corporate body, which have resulted in major advancement electrotechnology. It is sponsored by IEEE.

2b.) An employee of a particular company may nominate their company for the IEEE Corporate Innovation Recognition.

2c.) *IEEE Ernst Weber Engineering Leadership Recognition*, established in 1985, for exceptional managerial leadership in the fields of interest of the IEEE. It is sponsored by IEEE.

2d.) An individual whose company or institution had already received the IEEE Corporate Innovation Recognition should not be eligible, in general for the IEEE Ernst Weber Engineering Leadership Recognition, unless the cited work on the individual's nomination form is distinct from that for which their company/institution received the IEEE Corporate Innovation Recognition.

2e.) In the selection process, the Corporate Recognitions Committee need not propose an alternate in order to carryover candidates for consideration for the following year.

The IEEE Corporate Recognitions are presented at the IEEE Honors Ceremony.

The recipient of the IEEE Corporate Recognitions Award receives:

- certificate
- crystal sculpture

(3) IEEE Prize Papers/Scholarship Awards. The IEEE Prize Paper Awards and Scholarship Awards are:

3.a) *IEEE W. R. G. Baker Award*, established in 1956, is presented annually for the most outstanding paper reporting original work in any of the IEEE TRANSACTIONS, JOURNALS, MAGAZINES, or PROCEEDINGS.

3.b) *IEEE Donald G. Fink Award*, established in 1979, is presented for the outstanding survey, review, or tutorial paper in any of the IEEE TRANSACTIONS, JOURNALS, MAGAZINES, or PROCEEDINGS.

The IEEE Donald G. Fink Award is sponsored by IEEE Life Members Committee.

The prize papers are presented by the IEEE President or designee at an IEEE technical conference or symposium, as recommended by the relevant selection committee and endorsed by the IEEE Recognitions Council, and approved by the IEEE AB.

The recipient of an IEEE Prize Paper receives:

- certificate
- \$1,000

3.c) *IEEE Life Members Graduate Study Fellowship in Electrical Engineering*, established in 2000, and is financed by the IEEE Life Members Fund.

The fellowship is awarded annually to a first year*, full-time graduate student for work in the area of electrical engineering, at an engineering school/program of recognized standing worldwide. This fellowship could be renewable for a second year, based on the recipient's satisfactory progress in the graduate program. Therefore, two overlapping fellowships could be awarded in a given year. The recipient will be notified by mid February.

To be eligible, the applicant must have majored in the field of electrical engineering and have received a Bachelor's Degree from an engineering college of recognized standing worldwide.

The recipient of this fellowship may hold or receive other fellowships for the same academic year. Earnings for work that is directly related to the graduate study is also allowed. These fellowships may be supplemented by the graduate institution with other fellowship, assistantship or tuition scholarship support in accordance with their internal guidelines for total support. The recipient must pursue full-time graduate work in electrical engineering. Evidence of satisfactory academic performance is required midway in the academic year in order for the recipient to continue under the fellowship.

Applicants are required to submit certified transcripts from all colleges/universities attended. Three letters of recommendation from college/university professors who are familiar with the applicant's work also are required.

The complete application must reach the IEEE no later than 15 November; letters of recommendation must also arrive by this same date.

In the event the college is conducting a combined B.S. and M.S. degree program, the student in the penultimate year would be eligible for the award which would apply in the final year of the program.

The recipient of the IEEE Life Members Graduate Study Fellowship receives (and is renewable for a second year in the same amount):
-\$10,000

3.d) Frank A. Cowan Fellowship. The Frank Cowan Fellowship may be awarded for graduate study in the field of communications, to the extent of available funds, when the Frank A. Cowan Fund is not used to support the IEEE Medal of Honor for accomplishments in the field of communications.

The recipient of the Frank A. Cowan Fellowship receives:
- \$15,000

3.e) The Charles LeGeyt Fortescue Graduate Scholarship.

The Charles LeGeyt Fortescue Graduate Scholarship is awarded to a beginning graduate student every year for one year of full time graduate work in electrical engineering. It is sponsored by Charles LeGeyt Fortescue Graduate Scholarship Fund. The student must be a resident of the U.S. at the time of nomination. Graduate Record Examination aptitude and advanced engineering tests are required.

Applicants are required to submit certified transcripts from all colleges/universities attended. Three letters of recommendation from college/university professors who are familiar with the applicant's work also are required.

The complete application must reach the IEEE no later than 15 November; letters of recommendation must also arrive by this same date.

The recipient of the Charles LeGeyt Fortescue Graduate Scholarship receives a one time cash prize of \$24,000.

(4) IEEE Honorary Membership.

The grade of Honorary Member is a significant honor bestowed by the Institute and is awarded for life to an individual. Honorary members are elected by the Board of Directors from among those who have rendered meritorious service to humanity in the IEEE's designated fields of interest and who are not members of the IEEE.

The IEEE Honorary Membership is sponsored by IEEE.

The IEEE Honorary Membership Committee shall be responsible for recommending, to the Recognitions Council, candidates for IEEE Honorary Membership.

Neither the AB nor any of its committees shall be involved with the selection of recipients of the Honorary Life Memberships of the IEEE Societies.

IEEE Honorary Membership is not in the same category as medals and TFA's. An individual who received this recognition may be eligible for a medal or technical field award.

In the selection process, the Honorary Membership Committee need not propose an alternate in order to carryover candidates for consideration for the following year.

The IEEE Honorary Membership is presented at the IEEE Honors Ceremony.

The recipient of IEEE Honorary Membership receives:

- Certificate
- Honorary Membership pin
- Crystal sculpture
- Benefits of IEEE member, except the right to hold office therein
- right to use HIEEE or "IEEE Honorary Member" in their signature blocks, and on business cards, letterheads and such.

- (5) External Awards. External Awards are those awards not exclusive to IEEE but of interest to IEEE and its members. The External Awards Committee shall be responsible for reviewing and suggesting actions on outside sources of awards of interest to IEEE members, for recommending nominations for such external awards as may be assigned to it by the AB, and for recommending IEEE candidates for service on joint society medals and awards committees to the AB. The Chair of the AB, in consultation with the Chair of the External Awards Committee, shall be delegated the authority to make appointments to Award Committees outside IEEE when such requirements exist.

- (6) IEEE Eric Herz Outstanding Staff Member Award, for demonstrated contributions over a long period of time by a present or past full time staff member. The award is presented every year, when a suitable candidate is nominated.

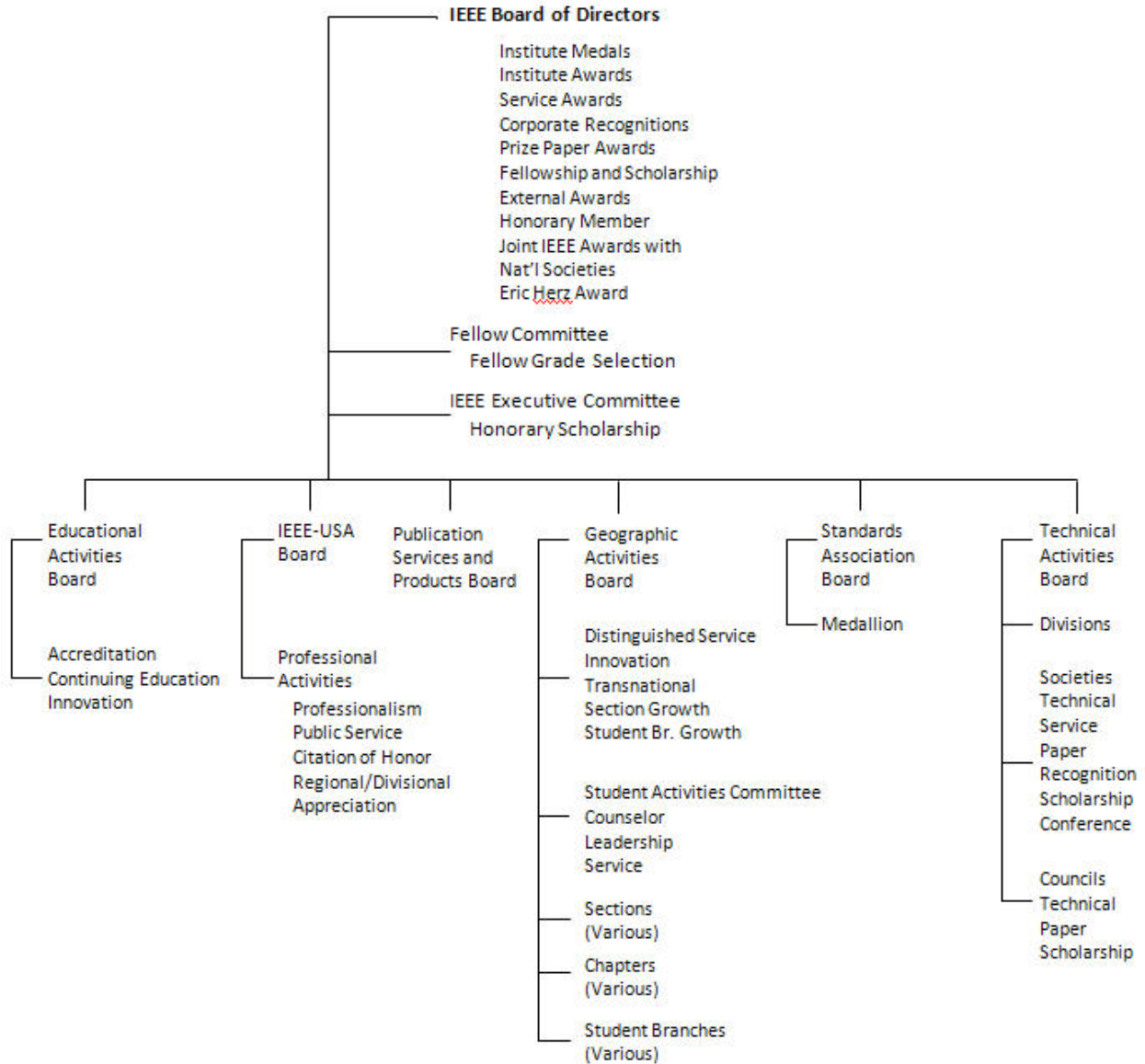
The IEEE Eric Herz Outstanding Staff Member Award shall be administered by the Awards Board. The IEEE Awards Board shall recommend candidates for the IEEE Eric Herz Outstanding Staff Member Award to the Board of Directors for final approval.

The deadline for submission of nominations for this award will be 31 January. The selection committee will make its recommendation to the IEEE Awards Board in April. The Board of Directors will approve the recipient at its June meeting. The presentation of the award will take place in the year of approval, at the last IEEE BoD meeting of the year.

- a. Selection Committee. The committee will be composed of 6 members, plus Chair. All members of the committee must be IEEE Volunteers. Chair of the committee will appoint the members of the committee, with endorsement by the Awards Board.
- b. Chair shall serve for two year maximum term, committee members may serve up to three year maximum term, with a 1 May start date.
- c. IEEE Staff is not eligible to nominate, endorse or serve on the committee.
- d. A photo and bio of the recipient will be published in the IEEE Awards Booklet.
- e. The recipient of the Eric Herz Outstanding Staff Member Award will receive:
 - \$5,000
 - Framed certificate
 - Travel expenses paid by IEEE to attend presentation

5.7. **CURRENT AWARDS STRUCTURE.** Awards Structure is represented by Table B below.

TABLE B – CURRENT AWARDS STRUCTURE



SECTION 6 - SPECIAL PROVISIONS

6.1. GENERAL SPECIFICATIONS FOR THE ESTABLISHMENT OF NEW AWARDS.

The following outline is recommended as an aid in proposing a new award.

a) Preparation of Award Specifications

- (1) Description. Award specifications should be unambiguous and non-conflicting with existing awards. The award should stimulate outstanding achievement. A need for continuity of the award should be shown.
- (2) Administration. Indicate Society, Activities Board organizational unit, Section, etc.
- (3) Eligibility. State the requirements for IEEE membership, Society membership, individual or group, tangible and visible achievements, achievement time period, restrictions, age, committee member, etc.
- (4) Prize Items. Identify prize items, such as plaque, honorarium, certificate, feature publication, prize sharing, etc.
- (5) Funds. State source of funds, assurance of fund continuity, duration.
- (6) Nominee Solicitation. State mechanism to solicit nominations.
- (7) Award Committee. Number of members, term, procedures, responsibilities, etc.
- (8) Schedule. State schedule for submission of nominees, committee meetings, approval meeting, notification of recipient, annual or a periodic award, etc.
- (9) Selection. Factors to be considered, scoring, committee voting procedure, etc.
- (10) Presentation. State preferred location and date of award presentation, presented in the name of the organizational unit, etc.
- (11) Publicity. Feature publication, archival record, hometown paper, etc.

b) Obtaining Award Approval

- (1) Submit award proposal in writing to the Major Board's Awards and Recognition Committee, or as otherwise provided, responsible for the organizational unit in accordance with instructions in Section VI – 1.a.
- (2) Include a cover letter describing the need for the new award, the approvals history it had undergone prior to this step, and the tentative funding plan, which becomes final with award approval.
- (3) After initial review the proposal will be submitted (a) to the Major Board in those cases where final approval may be given, or (b) to the Awards Board for its review and recommendation, or approval.
- (4) The Staff Secretary of the approving organizational unit shall inform the proposing organizational unit of the award status.
- (5) All Major Boards are responsible for advising the Awards Board of all approved actions taken and providing information copies of all approved awards and formal recognitions for information on file. Representatives of the Major Boards to the Awards Board shall provide current status on active awards proposals.
- (6) All new Student Recognition and Support Awards shall follow the matrix in Table A, IEEE Policies, Section 4, which shall be submitted for consideration to the respective Major Board Awards and Recognition Committee. Major Boards having final approval authority may grant such approval when warranted. Other proposals shall be submitted with comment to the Awards Board.

A document for the establishment of New Technical Field Award is attached as Appendix III.

The establishment of a new award (or change of the name of an award) that carries the name of an individual require a minimum ten-year commitment, applying only to IEEE Institute level awards.

A token bronze medal and certificate is to be provided to new IEEE medal sponsors and individuals for whom awards are named (if living).

6.2. NAMING OF IEEE AWARDS AND MEDALS.

- a) All new awards must start with the name IEEE, may contain the name of an individual, must contain the general area of coverage (unless approval to omit it is granted by the Awards Board), and may contain a phrase such as “sponsored by a funding entity(ies)”.
- b) When an award is named after a person, the sponsoring entity must obtain written consent from the individual that they agree to having an IEEE award or medal named in his or her honor. The written consent must accompany the award or medal proposal. Once the BoD approves the establishment of the award or medal, the sponsoring entity bears the responsibility of notifying the individual of said approval.
- c) When an award is named after a person, that individual shall not be eligible for the award bearing his/her name, and not eligible to serve on the selection committee that bears his/her name.

6.3. PROCESS FOR POPULATING NEW MEDAL AND AWARD SELECTION COMMITTEES.

- a) Upon approval of a new Medal or Award, the Chair of the Awards Board shall request the members of the Awards Board, the Medals Council, the Technical Field Awards Council, the Recognitions Council, the Chairs of the IEEE Societies, IEEE Officers and Directors, the Chair of the IEEE Committee on Women in Engineering and, if appropriate, the sponsoring and other interested party/parties to make suggestions for membership on the new Selection Committee. This request shall also ask for contact information and a short statement of applicable expertise.
- b) The Chair of the applicable Council shall distribute the list of suggestions to the members of the applicable Council and then initiate an e-mail process in the Council to select from that list a nominee and two alternates for the Chair of the new Selection Committee.
- c) The Chair of the applicable Council, after review with and approval of the Chair of the Awards Board, shall request an e-mail ballot or other suitable action of the Awards Board to confirm the nominee and two alternates for the Chair of the new Selection Committee.
- d) The Chair of the Awards Board shall ask the proposed Chair of the new Selection Committee, and the first and second alternate if necessary, to serve.
- e) The new Chair of the new Selection Committee, giving consideration to but not limited to the list of suggested members and giving consideration to the Awards Board guidelines for Selection Committee geographical and other diversity, shall propose a Committee membership slate and terms of membership to the Chair of the applicable Council for review and approval.
- f) The new Chair of the new Selection Committee shall ask the proposed members of the new Selection Committee to serve.
- g) The Chair and members of the new Selection Committee shall be officially appointed as per Awards Board standard practice.

6.4. PROCEDURE FOR DISCONTINUANCE OF AWARDS

The IEEE has the responsibility to review its awards program, develop new awards where none exist today and eliminate those that are no longer relevant. Thus, the Awards Board or a subcommittee of the Awards Board, shall review existing awards, and conduct this process on an ongoing basis. The Awards Board shall conduct the review of awards using the following procedures.

- a) A committee appointed by the Awards Planning and Procedure Committee (APPC) shall conduct a thorough review of all awards and medals at least once every five years, with emphasis on the relevance or possible obsolescence of the award, geographical and society diversity of the committees' composition and the records of nominations.
- b) The first level of review for eliminating an award shall be carried out by the Award Selection Committee during the committee's regularly scheduled teleconferences using the existing criteria. Such Committee's recommendations will

be forwarded to the appropriate Awards Council which will then forward its recommendation to the APPC Awards Review Committee.

- c) The second level of review shall be conducted by the APPC Awards Review Committee which shall report its recommendations to the APPC. The respective Council Chair and the specific Awards Selection Committee Chair of the award being reviewed shall participate in this review.
- d) Obtaining at least three nominations with an objective of at least two new nominations each year. Awards that receive fewer than three nominations may not be awarded unless special permission is granted by the IEEE Awards Board. All Awards that receive fewer than three nominations in each of three consecutive years shall be reviewed by the Awards Review Committee. The Awards Review Committee will then determine the conditions for continuation or discontinuation of this award, and will provide recommendations to the APPC. The APPC will provide recommendations for the discontinuance of an award to the Awards Board, and the Awards Board will provide such recommendations to the IEEE Board of Directors for final approval. A recommendation for discontinuation will be made in consultation with the sponsoring entity.
- e) The APPC shall consider the recommendations of the APPC Awards Review Committee and awards that have been suspended temporarily due to lack of financial support and make recommendations to the Awards Board.
- f) The AB shall make its final recommendations to the IEEE Board of Directors regarding retention, suspension or termination of an Award.
- g) An award as to which it has been determined that the covered field of interest is no longer viable shall be recommended for termination at the conclusion of sponsorship. Sponsors of such awards shall be encouraged to sponsor another award.
- h) Awards with no nominations or financial support but that cover an active and growing area of electro-technology shall be temporarily suspended but not terminated.

6.5. JOINT AWARD AGREEMENT BETWEEN NATIONAL SOCIETY(IES) AND IEEE.

The IEEE establishes National Society Agreements with appropriate societies in the various countries of the world to encourage and contribute to the progress of electricity, electronics, computer sciences and allied branches of engineering and science, as well as education in those fields, for the ultimate benefit of those countries and their engineers and scientists.

The purpose of National Society Agreements (NSAs) is to encourage cooperation, and coordinated joint activities between the country's National Society, and the local countries' IEEE Section. One of the most successful cooperative activities has been the establishment of Joint Awards between the National Society and the IEEE. Wherever Joint Awards have been established, the enthusiasm - and energy - has been elevated in both the IEEE Section, and the National Society

This award is fully sanctioned by the IEEE and the IEEE Awards Board and has a high IEEE award level similar to that of an IEEE Technical Field Award.

The IEEE Board of Directors, in December 2000, delegated approval of the establishment of Joint Awards with National Societies, and the approval of both the project "Rules of Operation" and the ultimate award recipient, to the IEEE Awards Board.

The review of the nominations received, and primary decision on the recommended winner, is accomplished by a Joint NS and IEEE Jury (or Selection) Committee. The jury's decision is then confirmed by the country's Joint NS and IEEE Administrative Committee.

The recommendation of the winner is then sent jointly to the IEEE Awards Board – via the Joint Award Task Force – and, to the designated body of the NS (usually the NS Governing Board) – for their final review and approval.

As normal practice, the IEEE Awards Board, and the NS Governing Board, will have 30 days from the date the Joint Award Administrative Committee submits its' report, and the date that the decision is needed by the local committee for publicity, certificate and/or plaque preparation, arrangements with the winner, etc.

All submissions to the IEEE Awards Board will be submitted in English.

Joint IEEE Awards are presented once every two years, unless otherwise specified.

These Joint Awards – and their “Rules of Operation” - are subject to review every ten years.

Securing an IEEE Presenter/Representative for a Joint Award ceremony:

JANS–CH will obtain the date of the award ceremony and provide the details of the presentation to the awards staff.

The actual presenter of the award varies from project to project but in most cases, the Chairman of the National organization presents the award and the IEEE is acknowledged and makes remarks.

JANS-CH will advise awards staff the "role" that the IEEE representative will play in the presentation, whether the IEEE representative will actually be presenting the award, or exactly what role they will play in the ceremony.

Based on information from the JANS – CH, the awards staff will work with presidential support to determine if one of the 3 P's can attend. If one of the 3P's is available, and they attend only as an IEEE representative, then Corporate Communications will create speech and remarks for their visit. If one of the 3P's attends the presentation to handle the actual presentation of the award then IEEE awards staff will prepare remarks for the presenter.

If one of the 3P's is not available, the JANS-CH will approach another individual to attend the award ceremony on behalf of IEEE and work with the IEEE awards staff to coordinate presentation details as noted above.

When an award is presented for the first time, one of the Joint Award Task force members also tries to attend.

The Joint IEEE Awards with National Society(ies) are:

ECUADOR:

CIEEPI/IEEE Joint Prize of Excellence Award. Joint Award between IEEE Ecuador Section and IEEE, established in 2003. The CIEEPI/IEEE Joint Prize of Excellence is to a professional whose contributions in the fields of Electricity, Electronics, Communications, and/or related fields have made a great beneficial impact to society. An outstanding professional who has made several small important contributions can also be eligible.

The joint organizing committee consists of a total of four members; two members composed of equal representation from CIEEPI and IEEE. In addition, there will be two Ex-Officio members of the committee, one assigned from the IEEE National Societies Agreement (NSA) Joint Awards Task Force of IEEE Awards Board; and the other will be the President of CIEEPI or his delegate. The nominee should be working in Ecuador, preferably for the past three years. The nominator must be a CIEEPI or IEEE member.

The recipient of the CIEEPI/IEEE Joint Prize of Excellence Award will receive:

- plaque
- certificate
- one year IEEE and one society membership

PERU:

Elektron Award. Joint Award between Asociación Electrotécnica Peruana (AEP) in Peru and IEEE, established in 2000. The Elektron Award is to recognize a Peruvian professional – in the areas of Electricity, Electronics, Computers and allied fields – whose contribution has made a great impact on Society; or whose total professional career has provided a permanent and beneficial impact on Society. The nominee must have lived in Peru for at least ten years, and shall be living or working in Peru at the time of the nomination.

The recipient of the Elektron Award may receive:

- bronze medal
- certificate or plaque
- up to \$10,000

SINGAPORE:

IES/IEEE Joint Medal of Excellence Award. Joint Award between The Institute of Engineers, Singapore (IES) and IEEE, established in 2000. IES/IEEE Joint Medal of Excellence Award is to recognize a professional in the areas of

Electricity, Electronics, and Computer Engineering, Computer Science and Systems, Management and allied fields – who has made a significant contribution to these professions, or to society at large. The nominee must be residing or working in Singapore for the past three years to be eligible.

The recipient of the IES/IEEE Joint Medal of Excellence Award receives:

- a non-gold medal
- certificate

ICELAND:

VFI/IEEE Joint Electrical Engineer of the Year Award. Joint award between the IEEE and Verkfræðingafélag Íslands - Association of Chartered Engineers in Iceland, established 2005. The award is to recognize an individual who has demonstrated an excellent performance in the profession in the fields of Electrical Engineer and also recognize electrical engineers which have made significant contributions to the Icelandic Society.

The recipient of the VFI/IEEE Joint Electrical Engineer of the Year Award will receive:

- plaque
- certificate
- a year IEEE and one society membership

CHILE:

AIE/IEEE Joint Prize of Excellence Award. (Asociacion de la Industria Electrica-Electronica de Chile), established 2005. The AIE/IEEE Joint Prize of Excellence Award is to recognize a professional whose contributions in the fields of Electricity, Electronics, Communications, and/or related fields have made a great beneficial impact to society. An outstanding professional who has made several small important contributions can be also eligible. The award will be presented every two years.

The recipient of the AIE/IEEE Joint Prize of Excellence Award receives:

- plaque
- certificate
- a year IEEE and one society membership

ITALY:

AEIT/IEEE Joint Prize of Excellence Award. (Federazione Italiana di Elettrotecnica, Elettronica, Automazione, Informatica e Telecomunicazioni); established 2005. AEIT/IEEE Joint Prize of Excellence Award is to recognize a young (not older than 35) individual who has demonstrated an excellent performance in the profession in the fields of Electricity, Electronics, Communications, and/or related fields. The award is presented every two years. Nominators must be either AEIT or IEEE member. The nominee should be working in Italy, preferably for the past 3 years.

The recipient of the AEIT/IEEE Joint Prize of Excellence Award will receive:

- plaque
- certificate
- a year IEEE and one society membership

KOREA:

IEEK/IEEE Joint Award (The "Institute of Electronic Engineers - Korea); established 2005. IEEK/IEEE Joint Award is to recognize an individual who has demonstrated an excellent performance in the profession in the fields of Electricity, Electronics, Communications, Computers, Information Technology, and/or related fields. The award will be presented annually. Nominators must be either IEEK or IEEE members. Recipients are not required to be members of either organization. The nominee should be working in Korea, at the time of nomination.

The recipient of the IEEK/IEEE Joint Award receives:

- plaque
- certificate
- a year IEEE and one society membership
- a year IEEK membership

FRANCE:

SEE/IEEE Joint Award (Société de l'Electricité de l'Electronique et des Technologies de l'Information et de la Communication) in honor of Leon Brillouin and Alain Glavieux, established in 2007. The SEE/IEEE Joint Award is to recognize an individual who has demonstrated an excellent performance in preserving, researching or promoting the innovation in Electricity, Electronics, Communications, Computers, Information Technology, and related fields. The award will be presented in honor of Leon Brillouin (physics, optics, electronics material, power electrical engineering) and Alain Glavieux (microelectronics, nanoelectronics, and information science or technology) in alternating years, starting in Year 1 with Leon Brillouin. Nominators must be either SEE or IEEE members. The nominee should be working in France, have demonstrated achievements between research and innovation, must have international recognition and not more than 45 years of age by 31 December in the year of nomination. The committee has the right to consider nominees over 45 years of age under special circumstances.

The recipient of the SEE/IEEE Joint Award receives:

- plaque
- certificate
- cash honorarium

SPAIN:

AEIT/IEEE Torres-Quevedo Joint Award. (Asociación Española de Ingenieros de Telecomunicación); established 2007. AEIT/IEEE Torres-Quevedo Joint Award is to recognize an individual who has demonstrated an excellent performance in preserving, researching, or promoting the history of Electricity, Electronics, Communications, Computers, Information Technology, and/or related fields. The award is expected to be presented annually. Nominators must be either AEIT or IEEE members. The nominee should be working in the history of Electricity, Electronics, Communications, Computers, Information Technology, and/or related fields, preferably for the past 5 years.

The recipient of the AEIT/IEEE Torres-Quevedo Joint Award will receive:

- medal
- insignia
- certificate
- cash honorarium

6.6. FUNDING OF IEEE AWARDS

The Board of Directors may, in its sole discretion, recommend to the Board of Directors of the IEEE Foundation the acceptance by the IEEE Foundation of donations and bequests for the purpose of endowing the IEEE Awards Program.

The IEEE Awards Staff, in consultation with the IEEE Development Office works to ensure sufficient funds are available for the IEEE Medals, Awards, and Recognitions. The Awards Staff creates a Gift Agreement for each sponsor, in agreement between the sponsor and IEEE that they will fund the award. A minimum ten year commitment for sponsorship is requested, but a five year commitment will be accepted in order to obtain funds to support an award.

Donations and bequests made for a specific IEEE Medal or Technical Field Award may be accepted only with the provision that any residual balance becomes a donation to the IEEE Foundation, designated for the IEEE awards program, upon termination of an IEEE Medal or Technical Field Award.

6.7. DONATION OF CASH HONORARIA

If an Award recipient wishes to donate the award honorarium without having a resulting taxable income, the recipient must designate that IEEE transfer the honorarium directly to the charity of his or her choice. If the recipient accepts the check, the award becomes taxable income to him or her. Even if the recipient signs the back of the check and turns it over to a charity, the amount is still considered as taxable income to the recipient.

If a recipient would like to donate their honorarium, they may designate the recipient organization on the W9, the IEEE would be happy to send, on their behalf, a check for the full amount of the honorarium directly to the organization specified.

6.8. REIMBURSEMENT OF TRAVEL EXPENSES.

Reimbursement of travel expenses for the recipient and a companion to attend the presentation ceremony is permissible.

Travel expenses are covered for the following:
IEEE Haraden Pratt Award recipient and companion
IEEE Richard M. Emberson Award recipient and companion
AB appointed WIE representative

6.9. AB REPRESENTATION ON EXTERNAL COMMITTEES

The AB may appoint a representative to serve on an External Award committees when requested, and when in the interest of the AB.

The AB appoints a liaison to the Women in Engineering Committee (WIE). The AB Liaison on WIE is a non-voting position. The responsibilities of the AB Liaison on WIE include participating in monthly WIE meetings, scheduled face-to-face meeting(s), and email discussions. As well as, support the development of female engineers, raise awareness on issues relevant to women engineers.

6.10. PROCEDURES FOR AB ELECTIONS BY E-MAIL BALLOT

From time to time under extenuating circumstances, Awards Board elections have to be conducted at time when the AB is not able to conduct a face-to-face meeting. In these situations, the following procedure will be employed:

- a) The AB N&A Committee will receive nominations from the AB and other sources as appropriate for the office being filled. The committee will verify that the nominees are willing to serve if elected.
- b) The AB N&A Committee will then submit a list of nominees by email to the AB for its consideration. For offices that are being filled by new candidates (a current office holder is not being proposed for a second year), there must be at least two nominees provided on the e-mail ballot. Approval voting will be employed for three or more nominees.
- c) The AB staff will receive and compile the results, treating the ballots and vote count as confidential information.
- d) The AB will then hold a teleconference meeting to approve the results of the email balloting. The actions taken at a teleconference meeting are legally binding and carry the same significance as an in-person AB business meeting.

6.11. PROCEDURES FOR APPROVAL VOTING In approval voting you may vote for all candidates whom you find qualified for a particular office. All votes count and the winner is the candidate receiving the greatest number of votes. Judicious use of your voting options will increase the chances of achieving the most important outcome of the election as you perceive it, based on your view of the relative merits of the candidates.

In a four-candidate contest for one office, your vote for one reflects your opinion that the one is much better qualified than the other three; a vote for three indicates that you perceive them to be much better qualified than the fourth; a vote for two indicates that you perceive them to be much better qualified than the remaining two.

6.12. BOD MEMBERS EMERITUS

Members of the BoD are not eligible to serve as a candidate, nominator, or endorser for an Institute-level Award. However, BoD Emeritus are eligible to serve as a nominator or reference for any IEEE Award, and are eligible for consideration for Institute-level Awards, Medals, and Recognitions. They are non-voting members of the BoD.

Candidates for Assembly or member-elected office in the year of nomination of the award recipient shall not act as sponsor or reference.

6.13. AB MEMBERS HOLDING MULTIPLE POSITIONS

Identified below is a list of other positions held by AB Members and AB subcommittee members.

CURRENT AWARDS BOARD CHAIR:

Chair of AB OpCom
Member of APPC
Member of AB Finance Committee (FinCom)
Member of the Medal of Honor Committee

CURRENT AWARDS BOARD VICE CHAIR:

Chair of APPC
Member of the AB OpCom

Member of TAB Awards and Recognition Committee

IMMEDIATE AB PAST CHAIR:

Chair of the AB N&A Committee

Chair of the Medal of Honor Committee Member of the Medals Council

Member of the AB

Member of the AB OpCom

Member of IEEE N&A

AB ARC Chairs:

Member of APPC

Medals Council Chair:

Member of the AB

Member of AB OpCom

Medals Council Vice Chair:

Member of APPC

Technical Field Awards Council Chair:

Member of the AB

Member of AB OpCom

Presentation and Publicity Chair:

Member of AB OpCom

Technical Field Awards Vice Chair:

Member of APPC

Recognitions Council Chair:

Member of the AB

Member of AB OpCom

Recognitions Council Vice Chair:

Member of APPC

AB Finance Committee Chair:

Member of the AB

Member of AB OpCom

Chair of each Technical Field Awards Committee:

Member of the TFA Council

Chair of each IEEE Medal Committee:

Member of the Medals Council

Chair of each IEEE Recognitions Committee:

Member of the Recognitions Council

Chair of External Awards Committee:

Member of the Recognitions Council

SECTION 7 - APPENDICES

APPENDIX I - MEDALS/RECOGNITIONS SELECTION COMMITTEE REPORT FORMAT

TO: Name/Chair, Awards Board
FROM: Name, Chair, Name of IEEE Selection Committee
DATE: Enter Date
SUBJ: Report of the YYYY IEEE Selection Committee
Scope: ENTER SCOPE OF MEDAL

1. As a result of its teleconference meeting of [DATE], the [IEEE Selection Committee] recommends the following candidates as recipient and alternate of the YYYY[IEEE Award], with the accompanying citations:

Recipient

Name (Member Grade) - Title, Affiliation or Company, City, State

"Citation"

Alternate*

Name (Member Grade) - Title, Affiliation or Company, City, State

"Citation"

*NOTE: If multiple candidates have been considered and no alternate is designated, none of the candidates are to be recommended for reconsideration.

2. Disposition of Remaining Candidates.

Reconsider

Name (Alternate)

Name (s)

Resubmit (provide recommendations on how to strengthen the nomination)

Name(s)

Withdrawn (provide any recommendations for referral to another Institute-level or Society Award)

Name(s)

3. Recommendations for IEEE Committee Roster

Reappoint/location/terms of Service/society affiliation

eg. Joe Smith (California) – 2010, 2011, MTT, AE, PE

Retire/location/terms of service/society affiliation

eg. Joe Smith (California) – 2010, 2011, MTT, PE

Appoint/Location/terms of service/society affiliation

eg. Joe Smith (California) – 2010, 2011, Ed, RA

4. Additional Recommendations or Items of Business

5. 3/2 Nominations Rule

If you have not met the 3/2 nominations rule, please provide a brief statement explaining why the committee did not meet the required number of "new" nominations for the 2009 award. In your explanation, please provide details/reasons as the why you feel the proposed recipient should go forward, even though the committee did not meet the minimum number of required nominations.

6. Next Teleconference

PROPOSED RECIPIENT
YEAR [NAME OF IEEE AWARD]

ONE- PAGE SUMMARY OF RECIPIENT'S ACHIEVEMENTS

PROPOSED ALTERNATE
YEAR[NAME OF IEEE AWARD]

ONE- PAGE SUMMARY OF ALTERNATE'S ACHIEVEMENTS

APPENDIX II – TFA/PRIZE PAPERS COMMITTEE REPORT FORMAT

TO: Name/Chair, Awards Board
FROM: Name, Chair, Name of IEEE Selection Committee
DATE: Enter Date
SUBJ: Report of the YYYY IEEE Selection Committee
Scope: ENTER SCOPE OF AWARD

1. As a result of its teleconference meeting of [DATE], the [IEEE Selection Committee] recommends the following candidates as recipient and alternate of the YYYY [IEEE Award], with the accompanying citations and presentation locations:

Recipient

Name (Member Grade) - Title, Affiliation or Company, City, State

“Citation”

PRESENTATION LOCATION: [IDENTIFY IEEE CONFERENCE]

Alternate*

Name (Member Grade) - Title, Affiliation or Company, City, State

“Citation”

PRESENTATION LOCATION: [IDENTIFY IEEE CONFERENCE]

*NOTE: If multiple candidates have been considered and no alternate is designated, none of the candidates are to be recommended for reconsideration.

2. Disposition of Remaining Candidates.

Reconsider

Name (Alternate)

Name (s)

Resubmit (provide recommendations on how to strengthen the nomination)

Name(s)

Withdrawn (provide any recommendations for referral to another Institute-level or Society Award)

Name(s)

3. Recommendations for IEEE Committee Roster

Reappoint/Location/Terms of Service/Society Affiliations

eg. Joe Smith (California) – 2010, 2011, MTT, AE, PE

Retire/Location/Terms of Service/Society Affiliations

eg. Joe Smith (California) – 2010, 2011, MTT, PE

Appoint/Location/Society Affiliations

eg. Joe Smith (California) – 2010, 2011, Ed, RA

4. Additional Recommendations or Items of Business

5.3/2 Nominations Rule

If you have not met the 3/2 nominations rule, please provide a brief statement explaining why the committee did not meet the required number of "new" nominations for the 2009 award. In your explanation, please provide details/reasons as to why you feel the proposed recipient should go forward, even though the committee did not meet the minimum number of required nominations.

6. Next Teleconference

PROPOSED RECIPIENT

YEAR [NAME OF IEEE AWARD]

ONE- PAGE SUMMARY OF RECIPIENT'S ACHIEVEMENTS

PROPOSED ALTERNATE

YEAR[NAME OF IEEE AWARD]

ONE- PAGE SUMMARY OF ALTERNATE'S ACHIEVEMENTS

APPENDIX III

GENERIC JOINT AWARD AGREEMENT BETWEEN NATIONAL SOCIETY(IES) AND IEEE

INTRODUCTION

The IEEE establishes National Society Agreements with appropriate societies in the various countries of the world to contribute to the progress of electricity, electronics, computer sciences and allied branches, as well as education in those fields, for the ultimate benefit of those countries and their engineers and scientists.

The main purpose of these agreements is to generate additional cooperation between the National Society (-ies), and the IEEE. It is hoped that this cooperation will assist in enhancing the image and position of the engineers and scientists of the local country - in this case (list country of origin).

One idea for additional cooperation is a joint award between the National Society (-ies), and the IEEE

AWARD STRUCTURE

Scope:

The award will recognize a professional(s) in the areas of electrical, electronics, and /or computer engineering, computer science, and allied fields who has/have made a significant contribution to these professions, or to society at large.

Some possibilities / opportunities to be considered include, but are not limited to:

Technical contribution(s) –

for research - or, for product and/or system applications - not restricted to any particular technical area.

Educational contribution(s) –

for outstanding teaching - or, for other important initiatives

Service contribution(s) –

to the profession; or, to the public or economy via technical work, innovations - etc.

Eligibility:

The nominee should be a person that has lived and worked in (Name country) for at least ten years.

Periodicity of the Award:

The award will be offered each _____ years.

Honorarium:

The upper limit that is allowed by IEEE policy is US\$ 10,000. The award may be for any lower amount to which the sponsors agree. It should be noted that many prestigious awards do not include an honorarium.

Certificate / Plaque:

A certificate of high quality and/or an appropriate plaque - (to be determined.)

Note: - From the IEEE perspective, a medal can be included - as long as it is not a gold medal

Funding:

The funding for the award should be derived from organizations in (name country).

Note: - It is expected that the project funding for several issues of the award will be in place - prior to the project "start-up" approval by the IEEE. Some possible funding sources for the award are:

Industry
Foundations

Individuals

National Society(-ies) and the IEEE Section - possibly distributing the expenses among themselves.

Items recommended for coverage include:

Honorarium,
Certificate / Plaque,
Travel to presentation by the recipient and a companion,
Publicity,
Presentation ceremony (at a specific separate event, or in conjunction with an existing established event)

Venue:

Possible venues:
Conference or other significant event of the recipient's (sponsor's?) choice
Special Awards ceremony
National Engineer's / Scientists Day ceremony

Publicity:

Potential publicity vehicles:
The IEEE Institute
National Society publications
Business Publications in (Name country) - and other Regional countries
Technical Publications
Radio and Television
The WEB pages of the IEEE
The WEB pages of the National Society(ies)

Selection Committee:

The Selection Committee will have equal representation from the National Society (or from the participating National Societies – if there are more than one), and the IEEE. The IEEE representation will include an IEEE Awards Board representative.

Successive Chairs will be rotated between the sponsors.

Administrative Committee:

A joint committee – the Joint Administrative Committee – composed of equal representation from the National Society (-ies) and the IEEE – will administer the Joint Award process. The IEEE representation will include an IEEE Awards Board representative.

Successive Chairs will be rotated between the sponsors.

Note: - In some cases, in order to save time – and money – in the execution of the process, the Joint Administrative Committee and the Selection Committee can be one and the same.

Award Recipient Approval:

The local Joint Administrative Committee, an-appropriate body of the National Society(ies), and the IEEE Awards Board, will approve the candidate selected by the Selection Committee.

Review:

The award will be reviewed on a ten year cycle.

Approved by IEEE Awards Board 24 September 2000