Approved policy for IFAC TC Awards

1. Each TC is allowed to establish one or more IFAC TC awards.

2. The proposed process for installing such an award is that

    a. The TC Chair preliminarily consults with the corresponding CC Chair to verify whether the initiative is supported.
    b. The TC makes a proposal for the award and submits it to Elena Valcher (meme@dei.unipd.it), the member of the Technical Board currently in charge of the TC Awards.
    The proposal should include:
        i. Objectives and criteria
        ii. Process for seeking nominations
        iii. Selection process
        iv. Frequency of award
    A template following the structure of the award descriptions in the IFAC Awards Committee Guidelines is available in the TC Awards webpage.

    c. The TB decides on establishing the award after confirmation by the respective CC Chair and the IFAC Awards Chair.

    d. Criteria for deciding on a TC award are:
        i. <u>Transparent procedures with quality checks</u>. This requires, in particular, to adhere to the following guidelines for the selection procedure:
        At least 6 months before the award is given, a TC Award Selection Committee consisting of at least three members is nominated by the TC Chair, and approved by the TC through an (email) vote. The TC Award Selection Committee should not include the current TC Chair and Vice-Chairs, and should contain well established persons in the domain of the TC. The decision on awarding a TC Award is made by the TC Award Selection Committee.
        Based on a call for nominations, published by the TC, nominations for the Award will be collected by the TC Award Selection Committee. Self-nominations are not allowed, and the current TC Chair and Vice-Chairs of the TC are not eligible.
        Members of the TC Award Selection Committee cannot act as nominator, nominee or reference of the TC Award. In case of conflict of interests, TC Award Selection Committee members need to resign, and possibly replaced in order to have a committee of at least three members.

        ii. <u>No (perception of) conflict with major IFAC awards</u>. This implies, in particular, that
        - there are no names of researchers connected to the TC awards;
        - there are no TC award ceremonies during the IFAC World Congress;

- calls for nominations are distributed through TC channels and not through IFAC media.
  iii. <u>No self-nominations are allowed in the procedures.</u>
  iv. <u>No monetary prizes are connected to the awards</u>.
  v. <u>The criteria of the award are for scientific/engineering contributions and not exclusively for service to IFAC</u>.
  vi. <u>Present Chairs and Vice-Chairs of the TC that hands out the award, are not eligible</u>.

e. In view of IFAC branding, the names of all IFAC TC Awards should have a similar structure: "IFAC TC Award in/on …".

f. A certificate template is available online. It can be amended and printed by the respective TC. Electronic versions of the certificates are archived by the IFAC Secretariat.

3. Once a TC Award Selection Committee has completed the evaluation of the candidates and before the awardees are announced, the Chair of the TC Award Selection Committee should write a one page report and send it to Elena Valcher for the final approval.

Basic formulation approved by IFAC Council, 3 September 2018.
Appended by Paul Van den Hof (EB), Dan Cho (TB), 14-2-2019,
and finalized during IFAC Officers Meeting, 4 April 2019.

Revised by Elena Valcher (TB), 28 January 2021 and approved by Hajime Asama (President), Carlos Eduardo Pereira (TB), Janan Zaytoon (Awards Chair), 25-2-2021.