

Awards Board Operations Manual



This document incorporates changes to the IEEE Awards Board (AB) Operations Manual approved by the IEEE Board of Directors through the February 2020 Meeting

Editorial revisions as of February 2020.
www.ieee.org/awards

TABLE OF CONTENTS

INTRODUCTION	4
PURPOSE.....	4
GOVERNANCE.....	4
FORMAT.	4
REVISIONS.....	4
SECTION 1 - IEEE AWARDS BOARD – GENERAL.....	5
1.1. NAME	5
1.2. MISSION	5
1.3. AUTHORITY, DUTIES AND RESPONSIBILITIES.	5
1.4. OPERATIONS MANUAL.....	6
1.5. OPERATIONS MANUAL CHANGES.	6
1.6. ORGANIZATIONAL CHANGES.	6
1.7. MEETINGS.	6
SECTION 2 - IEEE AWARDS	8
2.2. DEFINITIONS.....	8
2.3. LIST OF AWARDS.	9
2.4. AWARD ADMINISTRATION.....	10
SECTION 3 - AB MEMBERSHIP AND RESPONSIBILITIES.....	11
3.1. COMPOSITION.....	11
3.2. TERMS OF SERVICE.....	11
3.3. VACANCIES ON AB.....	12
3.4. RESPONSIBILITIES OF AB.	12
3.5. AB PROCEDURES.	13
3.6. RESPONSIBILITIES OF AB OFFICERS.	13
3.7. RESPONSIBILITIES OF AB MEMBERS-AT-LARGE.	15
3.8. RESPONSIBILITIES OF APPRC CHAIRS.	15
3.9. RESPONSIBILITIES OF AB COMMITTEES.	15
3.10. RESPONSIBILITIES OF AB COUNCILS AND AWARD SELECTION COMMITTEES.	15
SECTION 4 - AB COMMITTEES	3
4.1. AB OPERATING COMMITTEE (AB OpCom).....	3
4.2. TASK FORCE COMMITTEES AND AD HOC COMMITTEES.....	3

4.3.	AB STANDING COMMITTEES	3
4.4.	AB FINANCE COMMITTEE (AB FinCom).....	3
4.5.	AB NOMINATIONS AND APPOINTMENTS COMMITTEE (AB N&A).....	4
4.6.	AB PRESENTATION AND PUBLICITY COMMITTEE (AB P&P).....	6
4.7.	AB AWARDS POLICY AND PORTFOLIO REVIEW COMMITTEE (AB APPRC).	7
4.8.	AB JOINT AWARDS WITH NATIONAL SOCIETIES COMMITTEE (AB JANSC).	8
	CHILE:	9
	FRANCE:.....	9
	ICELAND:	9
	INDIA:	10
	KOREA:	10
	PERU:.....	10
	SINGAPORE:.....	11
	SOUTH AFRICA:.....	11
	URUGUAY:	11
4.9.	TIMETABLE OF AB ACTIVITIES.	11
SECTION 5 - AB COUNCILS		12
5.1.	AB COUNCILS.....	12
5.2.	COMPOSITION OF COUNCILS	12
5.3.	RESPONSIBILITIES OF MEDALS, TFAS, AND RECOGNITIONS COUNCIL CHAIRS.....	12
5.4.	MEDALS COUNCIL.	12
5.5.	TECHNICAL FIELD AWARDS COUNCIL.....	26
5.6.	RECOGNITIONS COUNCIL	45
5.7.	CURRENT AWARDS STRUCTURE.....	52
SECTION 6 - SPECIAL PROVISIONS		54
6.1	GENERAL SPECIFICATIONS FOR THE ESTABLISHMENT OF NEW AWARDS.....	54
	T.....	54
6.2	NAMING OF IEEE AWARDS AND MEDALS.....	55
6.3	GUIDELINES FOR THE DESIGN OF IEEE MEDALS.	56
6.4	PROCESS FOR POPULATING NEW MEDAL AND AWARD SELECTION COMMITTEES.	56
6.5	PROCEDURE FOR DISCONTINUANCE OF AWARDS.....	57
6.6	FUNDING OF IEEE AWARDS.....	58
6.7	DONATION OF CASH PRIZE.....	58

6.8	REIMBURSEMENT OF TRAVEL EXPENSES.....	59
6.9	AB REPRESENTATION ON EXTERNAL COMMITTEES.	59
6.10	PROCEDURES FOR AB ELECTIONS BY E-MAIL BALLOT.	59
6.11	PROCEDURES FOR APPROVAL VOTING	60
6.12	AB MEMBERS HOLDING MULTIPLE POSITIONS.....	60
SECTION 7 - APPENDICES.....		63
	APPENDIX I - MEDALS/RECOGNITIONS/TFA/ SELECTION COMMITTEE REPORT FORMAT	63
	APPENDIX II - GENERIC JOINT AWARD AGREEMENT BETWEEN NATIONAL SOCIETY(IES) AND IEEE.....	65
	APPENDIX III - JOINT AWARD WITH NATIONAL SOCIETIES – PROCEDURES	68

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 IEEE under the New York State Not-for-Profit Corporation Law.
2. The **IEEE Constitution**, which is approved by the voting members of the IEEE, 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 IEEE-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.

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.

DIVERSITY STATEMENT.

IEEE awards recognize exceptional contributions to all IEEE fields of interest (technical and nontechnical) made by organizations and individuals regardless of nationality, gender, age, religion, ethnic background, or other personal characteristics not related to ability, performance, or qualifications. The IEEE Awards Program is committed to pursuing diversity in all its operations to help realize and maintain fair nomination and selection processes without bias or discrimination.

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 IEEE.

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

2.2. DEFINITIONS.

- a) 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.

- b) IEEE Technical Field Awards are awarded for contributions or leadership in a specific field of interest of the IEEE. They are narrower in scope than the IEEE Medals.

- c) IEEE Society Awards are awarded to recognize technical achievement and service.

- d) 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.

- e) 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.

- f) 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 USD500 for student branch and student branch chapter awards or USD1,000 for area, geographic council or conference, section, and chapter awards.
- (3) Cash awards supported from funds contributed by outside sources may be administered by the organizational unit subject to the provisions of paragraphs (1) and (2) above.

g) 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.

2.3. **LIST OF AWARDS.**

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

Medals:

Medal of Honor
Frances E. Allen Medal
Alexander Graham Bell Medal
Mildred Dresselhaus Medal
Edison Medal
Medal for Environmental and Safety Technologies
Founders Medal
Richard W. Hamming Medal
Medal for Innovations in Healthcare Technology
Jack S. Kilby Signal Processing Medal
James Clerk Maxwell Medal
James H. Mulligan, Jr. Education Medal
Jun-ichi Nishizawa Medal
Robert N. Noyce Medal
Dennis J. Picard Medal for Radar Technologies and Applications
Medal in Power Engineering
Simon Ramo Medal
John von Neumann Medal

Technical Field Awards:

Biomedical Engineering Award
Cledo Brunetti Award
Electronics Packaging Award
Control Systems Award

Electromagnetics Award
James L. Flanagan Speech and Audio Processing Award
Fourier Award for Signal Processing
Andrew S. Grove Award
Herman Halperin Electric Transmission and Distribution Award
Masaru Ibuka Consumer Electronics Award
Internet 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 for Emerging Technologies
Donald O. Pederson Award in Solid-State Circuits
Frederik Philips Award
Photonics Award
Robotics and Automation Award
Frank Rosenblatt Award
Marie Sklodowska-Curie Award
Innovation in Societal Infrastructure Award
Charles Proteus Steinmetz Award
Eric E. Sumner Award
Nikola Tesla Award
Kiyo Tomiyasu Award
Transportation Technologies Award
Undergraduate Teaching Award

Recognition Awards:

Corporate Innovation Award
External Awards
Honorary Membership
Theodore W. Hissey Outstanding Young Professional Award
Frank A. Cowan Fellowship

Service Awards:

Haraden Pratt Award
Richard M. Emberson Award

Staff Award:

Eric Herz Outstanding Staff Member Award

2.4. **AWARD ADMINISTRATION.**

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

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
- Presentation and Publicity Committee
- Awards Policy and Portfolio Review Committee
- Joint Awards with National Societies 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.

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, Awards Policy and Portfolio Review, Joint Awards with National Societies, and Presentation and Publicity Committees are eligible for appointment for three consecutive one year terms.

Members of the AB who are appointed by the AB may serve up to three consecutive years on the AB regardless of the position they hold. Individuals may return to serve on the AB after at least one year of inactivity on the AB.

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 IEEE awards listed in IEEE Policies 4.8 and monitor all other awards except that of Fellow grade election.
- c) 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.
- d) 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.
- e) Consider and approve recommended IEEE candidates for awards of outside organizations, as necessary.
- f) Consider and approve appointments of IEEE members as representatives to outside organizations.
- g) Consider and approve the regulations of its Councils and Committees.
- h) Recommend establishment of new awards, for approval by the IEEE Board of Directors.
- i) Submit any additional recommendations for consideration by the IEEE Board of Directors.

- j) 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.
- k) To work with IEEE-HKN-BOG to:
 - (1) Coordinate award-related activities.
 - (2) Agree on appropriate representation or liaisons on each other's committees.
 - (3) Develop and agree on future models for cooperation in their respective award activities.
 - (4) To designate one AB member annually to liaise with the IEEE Young Professionals (YP) and one AB member annually to liaise with Women in Engineering (WIE).

3.5. **AB PROCEDURES.**

- a) Periodic Review of Awards Structure. The Awards Board shall review annually the awards activities of IEEE 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:
 - a. Joint Award Presentations
 - b. IEEE Honors Ceremony
 - 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) Serve as Member of IEEE Medal of Honor Committee.
- (6) Ascertain the availability of funds for all IEEE Awards.
- (7) Provide final editing of citations for each recommended recipient and alternate at the Awards Board meeting.
- (8) Submit, for inclusion on the agenda of the IEEE Board of Directors, a report of the AB containing:
 - a. Recommended recipients for all awards, accompanied by summaries of their achievements.
 - b. Any other recommendations from the AB for consideration by the IEEE Board of Directors.
 - c. A written progress and activity report for that year.
- (9) Submit to the IEEE Nominations and Appointments Committee a slate of candidates recommended for appointment to the AB for the ensuing year.
- (10) Inform nominators of actions taken on remaining nominations.
- (11) Approve recommended appointments to committees, if necessary.
- (12) Approve plans and arrangements for presentation of IEEE Awards, as well as format and content of IEEE Awards brochures.
 - a. Attend Annual IEEE Honors Ceremony and Joint Award Presentations
- (13) Send letters to sections and societies soliciting nominations for IEEE Awards listed in IEEE Policies.
 - 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.
- (14) Send letters of appreciation to outgoing members of the AB.
- (15) Establish task force and ad hoc committees, if necessary, to facilitate the performance of AB activities, with the consent of the AB.
- (16) Prepare a timetable of AB Activities in consultation with IEEE staff for the upcoming year.
- (17) 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 Policy and Portfolio Review 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 APPRC 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.

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, AB APPRC Chair, and AB JANSOC Chair.

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 Committee

Nominations and Appointments Committee

Presentation and Publicity Committee

Policy and Portfolio Review Committee

Joint Awards with National Societies Committee

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.
- b) Terms of Service. The term of office for the 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 Policy and Portfolio Review 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.
- 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 Nominations and Appointments Committee appointments for Chair, Vice-Chair, Members-at-large and alternates for these AB positions.
- (5) Recommend to the IEEE AB appointments for Chairs and Vice Chairs of the councils, Chairs of standing committees, and members at large of AB APPRC, AB JANSC, AB P&P, AB FinCom
- (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 on AB committees.
- (9) AB N&A Chair should consult with the council and AB standing committee 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.

December. Issue a Call for Nominations for AB members for the following year, deadline 31 January. (e.g., The Institute, IEEE Leadership Wire, IEEE Society Sentinel)

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

February. Recommend to the IEEE N&A at least one candidate for AB Chair, AB Vice Chair and a minimum of six candidates for the four M-A-L 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 Chair, AB P&P Chair, AB APPRC Chair, AB JANSC Chair and three Council Chairs/Vice-Chairs) to be appointed directly by the present year's AB.

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

September. Discuss candidates for the Vice Chair position of Medals Council, Recognitions Council, Technical Field Awards Council, and Members-at-Large positions for AB APPRC, AB JANSC and AB P&P Committees. Final approval of appointments done by AB or AB OpCom.¹

¹ Current AB N&A Chair consults with the council and AB standing committee 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. **AB PRESENTATION AND PUBLICITY COMMITTEE (AB P&P).**

The Awards Presentation 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 Awards Board. The AB P&P Chair may serve one term as Past Chair with voting privileges.
- 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:
 - (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.
 - (2) Provide guidance on Honors Ceremony activities.
 - (3) Provide guidance on award presentation venues.
 - (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 IEEE-level recipients.
 - (6) Attend the IEEE Honors Ceremony and assist in promoting IEEE level

awards at Award Exhibits.

4.7. **AB AWARDS POLICY AND PORTFOLIO REVIEW COMMITTEE (AB APPRC).**

The AB APPRC shall be responsible to the Awards for:

- (1) Oversee policies 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) Review and endorse revisions to AB Operations Manual and IEEE Policies.
 - (3) Set guidelines for selection committee diversity and monitor trends through the watch list.
 - (4) Set guidelines for nomination health and monitor trends (i.e. 3/2 guideline, diversity) through the watch list.
 - (5) Review proposals to establish new awards and provide recommendations for the discontinuance of IEEE-level awards that are no longer relevant to the technical interests of IEEE members.
 - (6) Ensure diverse portfolio with no overlapping scopes or gaps in IEEE fields of interest.
 - (7) Submitting recommendations and information to the AB concerning policy and procedures for IEEE level awards.
- a) Composition. The Awards Board Awards Policy and Portfolio Review Committee (AB APPRC) consists of a Chair (current AB Vice Chair), a Vice Chair appointed by the AB APPRC Chair from within the AB APPRC, the Technical Field Awards Council Vice Chair, the Medals Council Vice Chair, the Recognitions Council Vice Chair, the Awards and Recognitions Chairs of five major boards: EAB, MGA, SA, TAB, and IEEE USA and three Members-at-Large appointed by the AB. The AB APPRC Chair may serve one term as Past Chair with voting privileges.
- b) Terms of service. The term of office for AB APPRC chair shall be one year with a maximum of three consecutive terms, to commence on 1 January. The AB APPRC Chair may serve one additional term as Past Chair. The term of office for Members-at-Large shall be one year with a maximum of three consecutive terms, 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) AB APPRC Subcommittee for Selection Committee Review. The subcommittee will review all proposed selection committee rosters prior to the relevant Council endorsement and AB approval, ensuring that efforts have been made to meet all applicable guidelines. The AB APPRC Vice Chair will serve as chair of the subcommittee and will appoint two AB APPRC members to serve on the committee, in consultation with the AB APPRC Chair. The committee terms will run annually starting 1 January.

- d) Responsibilities of AB APPRC Chair:
 - (1) Appoint an AB APPRC Vice Chair
 - (2) Schedule and chair the meetings of the AB APPRC
 - (3) Advise IEEE societies and others of AB action on their proposals for establishment of new awards.
 - (4) Serve as a member of AB
 - (5) Submit reports to the AB Chair on AB APPRC activities to be included on the agendas for the AB meetings
- e) Responsibilities of AB APPRC Vice Chair
 - (1) The AB APPRC 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.
 - (2) Chair the AB APPRC Subcommittee for Selection Committee Review.

4.8. **AB JOINT AWARDS WITH NATIONAL SOCIETIES COMMITTEE (AB JANSC).**

The AB Joint Awards with National Societies Committee shall be responsible for overseeing the JANS process, including but not limited to policies and procedures, approving the establishment of new joint awards, approving JANS recipients, on behalf of the IEEE Awards Board. The complete JANS Procedures can be found in Appendix III of the AB Operations Manual.

- a) Composition. The AB JANSC shall be composed of a Chair plus three members, who shall be appointed by the AB. The AB JANSC Chair may serve one term as Past Chair with voting privileges.
- 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 JANSC Chair:
 - (1) Serve as Chair of the Joint Awards with National Societies Committee
 - (2) Oversee AB JANSC task force activities with National Societies
 - (3) Manage the JANS recipient approval process and develop appropriate policies and procedures, as needed
 - (4) Serve as member of the Awards Board, and serve as direct line of communication between AB and AB JANS task force committee
 - (5) Submit reports to the AB Chair on AB JANSC activities to be included on the agendas for the AB meetings
- d) The Joint IEEE Awards with National Society(ies) are:

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 annually.

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

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

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

INDIA:

IEI/IEEE Award for Engineering Excellence. (The Institution of Engineers, India); established 2015. IEI/IEEE Award for Engineering Excellence is to recognize an individual who has technical excellence with benefit to society in the electrical engineering fields and related technical areas. The nominee must be working in India for at least five years at the time of the nomination. The award will be presented annually.

The recipient of the IEI/IEEE Award for Engineering Excellence may receive:

- medal
- certificate or plaque

KOREA:

IEIE/IEEE Joint Award (The "Institute of Electronics and Information Engineers - Korea"); established 2005. IEIE/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 IEIE 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 IEIE/IEEE Joint Award receives:

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

PERU:

Elektron Award. Joint Award between Asociación Electrotécnica Peruana (AEP), Colegio de Ingenieros (CIP) 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 USD10,000

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

SOUTH AFRICA:

SAIEE/IEEE Joint Volunteer of the Year Award. Joint Award between the South African Institute of Electrical Engineers (SAIEE) and IEEE, established in 2013. SAIEE/IEEE Joint Volunteer Award is to recognize an individual active in SAIEE, IEEE, or both organizations, who makes a valuable contribution to the Electrical Engineering Profession in South Africa.

The recipient of the SAIEE/IEEE Joint Volunteer of the Year Award receives:

- A certificate, travel costs to the awards event and accommodation on the day of the event, of which costs will be equally shared by the IEEE South Africa Section and the SAIEE
- Sponsored attendance (travel and conference registration costs, excluding accommodation and subsistence costs) to an IEEE conference/event determined by the interest of the awardee. Sponsors for this will be sought on a yearly basis.

URUGUAY:

AIU/IEEE Joint Award. Joint Award between the Asociacion de Ingenieros del Uruguay and the IEEE, established in 2013. AIU/IEEE Joint Award is to recognize an individual from Uruguay whose contributions in the fields of Electrical, Electronics, Communications, or Computer – Engineering – and/or Computer Science have made a great beneficial impact on the Technical Community and Public of Uruguay.

The recipient of the AIU/IEEE Joint receives:

- Object of art designed for the occasion.

4.9. 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. Medal and Recognitions Council Chairs are appointed annually, and may serve a maximum of three year terms. 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.
- b) 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.
- c) Stimulate nominations for qualified candidates.
- d) Approve extension of deadlines for Medals, TFAs, and Recognitions.
 1. 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 eighteen (18) IEEE Medals. The Medals Council consists of a Chair, Vice Chair and the Chairs of the Medal Selection Committees,

including the Chair of the IEEE Medal of Honor Selection Committee.

IEEE Medals are the highest awards in the hierarchy of IEEE recognitions. They embrace significant and broad IEEE interests and purposes. 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 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.

For all presentation and publicity documents, co-recipients are typically listed in the order in which they are listed on the nomination form.

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-Level Medal, Technical Field Award, or Recognition.
- (2) The recipient of an IEEE-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-level Medal may not receive another medal in a given year even if for different work but may receive, in a different year, another medal for different work.
- (4) Candidates need not be IEEE members, unless otherwise noted.
- (5) The selection committee must designate an alternate candidate in order for the additional candidates to be recommended for reconsideration.

- (6) The following are not eligible to be considered:
- a) Deceased persons
 - i. Exception: posthumous award may be presented if recipient's death occurs after the IEEE Board of Directors approves the recipient.
 - ii. A deceased individual may be included within a team nomination for awards allowing multiple recipients. The individual would be recognized within the recipient announcements. While there would be no eligibility for anyone or any organization associated with the deceased individual(s) to receive the cash prize or medal, a certificate will, if practical, be issued to a legal heir of the deceased for each such individual, recognizing his or her contribution to the team effort.
 - b) Self-nominations
 - c) IEEE Staff
 - d) See "Special Provisions" Section 6 in the AB Operations Manual for additional restrictions.

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

- (1) The membership of each Medal selection committee shall reflect the participation of more than one society or organizational unit and more than one country and IEEE Region. The composition of these committees will include the expertise that encompasses the broad description of the award. It shall normally consist of an even number of members plus the Chair. Composition of Medal committees is as follows:
- a) The Chair
 - b) The recent Past Chair of the Medal selection committee who may serve in that position for up a single one-year term,
 - c) Recommendation of Candidates for Membership: Each IEEE Society, Technical Council, or organizational unit that desires to participate in that specific Medal selection committee may recommend candidates who shall then be considered for membership by the committee Chair. The Chair shall annually seek nominations for diverse membership from geographical units, Societies, Technical Councils, and organizational units whose field of interest is related to that of the Medal, and strive for a gender balance when possible.
 - d) Membership: selection committee members are recommended by the current selection committee because of their expertise and are approved by the Awards Board. Membership of the committee shall be 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 a majority of IEEE members is maintained.
- (2) With the exception of the Chair and the Past Chair, the term of membership of all committee members shall be one year, 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, with a maximum of two terms.
- (4) All members present have one vote, except the Chair, who may vote only to change the outcome of the 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 list of potential nominees, top people in the field, 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 citations for the recipient and alternate.
 - e) Recommending, in addition to the IEEE Honors Ceremony, other venues or activities at which a recipient might be recognized.
 - f) Determining disposition of remaining nominations as follows:
 - i. Reconsider: A nomination may be carried over for a maximum of five years based on the original nomination submission date. After the nomination expires, a new nomination package may be solicited by the committee for a future nomination cycle. Any alternate candidate will be automatically carried over. The nominator and/or endorsers may submit updated materials prior to the next deadline, but this is not required.
 - ii. Withdrawn: The nomination in its current state, including all endorsement letters will not be considered again by the committee. A new nomination package, with new letters of endorsement for that candidate may be solicited in the future.
 - 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.
 - a) Individuals serving on a particular IEEE Medal selection committee that is sponsored by their employer, cannot serve on that committee unless he/she signs a conflict of interest form.
 - (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's relevance on an annual basis, and recommending discontinuance or suspension of the award if appropriate to the Awards Board via the Medals Council.
 - c) Having at least three nominations for evaluation each year with an objective of at least two new nominations each year. Awards that have fewer than three nominations may not be awarded unless special permission is granted by the IEEE Awards Board. All Awards that evaluate fewer than three nominations in each of three consecutive years shall be reviewed by the AB Awards Policy and Portfolio Review Committee. The AB Awards Policy and Portfolio Review Committee will then determine the conditions for continuation or discontinuation of this award, and will provide recommendations to the Awards Board. Any recommendations for change by the Awards Board will be sent 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 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.
 - c) Maintaining contact with the IEEE Societies, Technical Councils, and 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 using the format as provided in Appendix I.
 - (10) The IEEE/RSE James Clerk Maxwell Medal selection committee membership composition differs. See AB Operations Manual section 5.4.f.9.a.
- 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) Electronic Nomination Form. The electronic nomination form will consist of the nomination form and supporting letters. Materials in excess of the specified required nomination information will not be reviewed by the Committee.
- (3) Development of Candidate Rankings. The electronic review form links are emailed to Committee members for review and submission of rankings are entered electronically. 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. Electronic results are tabulated and distributed to the Committee for use in the selection process. The Committee will meet via teleconference to:
 - a) Review the tabulated rankings and discuss the nominees.
 - b) Select the recommended recipient and alternate; the Committee must designate an alternate candidate in order for the additional candidates be recommended for reconsideration.
 - c) Develop the respective proposed citations for the recipient and alternate.
 - 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.
 - e) IEEE Medals are awarded annually to an individual, or team.
 - i. A team is defined as a group of individuals working on the same contribution for which the award is given, who have regular interactions and exchange of ideas on that contribution.
 - ii. Multiple Recipients are defined people (not a team) working on the same contribution, each individual having separate but valuable contributions. Multiple Recipients must have the same citation.
 - 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.

Sponsor: IEEE Foundation

Presentation: 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.

Prize:

- gold medal
- bronze replica
- certificate
- USD50,000

Basis for Judging: Significance of achievement, originality, impact on society, impact on the profession, publications and patents relating to the achievement, and quality of nomination.

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 recipient's contributions fall within the fields of communications, the Frank Cowan Fund will support the award.

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.

a) Medal of Honor Committee Composition. The IEEE Medal of Honor Committee 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 Francis E. Allen Medal, established in 2020, for innovative work in computing leading to lasting impact on other fields of engineering, technology, or science.

Sponsor: IBM

Presentation: Awarded to an individual or to a team of recipients or multiple recipients up to three in number.

Prize:

- gold medal
- bronze replica
- certificate
- USD20,000 shared equally among all recipients

Basis for Judging: Impact on the profession and/or society, succession of significant technical or other contributions, leadership in accomplishing worthwhile goal(s), previous honors, other achievements as evidenced by publications or patents or other evidence, and quality of nomination.

- (3) IEEE Alexander Graham Bell Medal, established in 1976, for exceptional contributions to communications and networking sciences and engineering.

Sponsor: Nokia Bell Labs

Presentation: Awarded to an individual or team of up to three.

Prize:

- gold medal
- bronze replica
- certificate
- USD20,000 shared equally among all recipients

Basis for Judging: 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, and quality of nomination.

- (4) IEEE Mildred Dresselhaus Medal, established in 2019, for outstanding technical contributions in science and engineering of great impact to IEEE fields of interest.

Sponsor: Google, LLC

Presentation: May only be awarded to an individual.

Basis for Judging: Impact on the profession and/or society, sequence 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.

Prize:

- gold medal
- bronze replica
- certificate
- USD20,000

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

Sponsor: Samsung Electronics Co., Ltd.

Presentation: May only be awarded to an individual.

Prize:

- gold medal
- bronze replica
- certificate
- USD20,000

Basis for Judging: Leadership, individual contributions, originality, breadth, patents/publications, other achievements, honors, duration of dominance, and quality of nomination.

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

The IEEE Medal for Environmental and Safety Technologies is relevant to a wide community including intelligent transportation systems, wireless communications, sensor networks control and control and automation, computing, and signal processing.

Sponsor: Toyota Motor Corp.

Presentation: May be awarded to an individual or team, up to three in number.

Prize:

- gold medal
- bronze replica

- certificate
- USD20,000 shared equally among all recipients

Basis for Judging: 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, and quality of nomination.

- (7) 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.

Sponsor: IEEE Richard and Mary Jo Stanley Memorial Fund of the IEEE Foundation

Presentation: May be awarded to an individual or team, up to three in number.

Basis for Judging: outstanding leadership, planning, or administration of affairs related to the profession; and quality of nomination. The candidate(s) should be a major industry administrator or manager of a complex scientific mission. An additional consideration may be service to the IEEE beyond normal expectation.

Prize:

- gold medal
- bronze replica
- certificate
- USD10,000 shared equally among all recipients

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

Sponsor: Qualcomm, Inc.

Presentation: May be awarded to an individual or team, up to three in number.

Basis for Judging: Breadth, impact on technology, patents/publications, and quality of nomination. The scope includes information transmission, coding, storage, and recovery. Subject areas include information theory, coding theory, data communication, computer networks, data storage and retrieval, and image and speech understanding.

Prize:

- gold medal
- bronze replica
- certificate
- USD20,000 shared equally among all recipients

(9) IEEE Medal for Innovations in Healthcare Technology, established in 2009, for exceptional contributions to technologies and applications benefitting healthcare, medicine, and the health sciences.

Sponsor: IEEE Engineering in Medicine and Biology Society

Presentation: May be awarded to an individual, multiple recipients or a team up to five.

Basis for Judging: Impact on the profession and/or society, succession of significant technical or other contributions, leadership in accomplishing worthwhile goal(s), previous honors, other achievements as evidenced by publications or patents or other evidence, and quality of nomination.

Prize:

- gold medal
- bronze replica
- certificate
- USD20,000 shared equally among all recipients

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

Sponsor: Kilby Medal Fund

Presentation: May be awarded to an individual or team, up to three in number.

Basis for Judging: Theoretical, technological, or commercial achievements; patents, publications, and/or products; generally recognized major technological advancements in the field of signal processing; and quality of nomination. Subject areas include algorithms, architecture, and applications.

Prize:

- gold medal
- bronze replica
- certificate
- USD10,000 shared equally among all recipients

(11) IEEE/RSE James Clerk Maxwell Medal, established in 2006, for

groundbreaking contributions that have had an exceptional impact on the development of electronics and electrical engineering or related fields.

Sponsor: ARM, Ltd.

Presentation: May be presented each year to an individual, team, or multiple recipients up to two in number.

Basis for Judging: Groundbreaking contributions with exceptional impact on the profession and the betterment of society, significant technical and other achievements as evidenced by publications, patents, significant products, and other evidence, and quality of nomination.

Prize:

- gold medal
- bronze replica
- certificate
- USD20,000 shared equally among all recipient(s)

a) Selection committee composition of the IEEE/RSE James Clerk Maxwell Medal.

The membership of IEEE/RSE James Clerk Maxwell Medal selection committee shall consist of nine members, four each from IEEE and the Royal Society of Edinburgh (RSE), and a chair that alternates between IEEE and RSE. In years when the selection committee is chaired by an RSE representative, it is the RSE Vice President for Physical and Engineering Sciences that will serve in that capacity. In years when the selection committee is chaired by an IEEE representative, the IEEE Awards Board will appoint the individual to serve in that capacity.

The term of office of a Chair shall be one year, with a maximum of two terms. The outgoing chair may serve one term as Past Chair, as one of the eight voting members. The term of office for a committee member shall be one year with a maximum of three terms. Committee members may serve as Chair upon the completion of their three terms.

(12) 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.

Sponsor: MathWorks, Pearson, Lockheed Martin Corporation, and the IEEE Life Members Fund

Presentation: May only be awarded to an individual.

Basis for Judging: Excellence in teaching and ability to inspire students; leadership in electrical engineering education through publication of course materials and writings on engineering education; leadership in the development of programs in curricula or teaching methodology; contributions to the engineering profession through research, engineering achievements and technical papers; participating in the education activities of professional societies; and quality of nomination.

Prize:

- gold medal
- bronze replica
- certificate
- USD20,000

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

Sponsor: The Federation of Electric Power Companies, Japan

Presentation: May be awarded to an individual, multiple recipients, or team of up to three.

Basis for Judging: 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, and quality of nomination.

Prize:

- gold medal
- bronze replica
- certificate
- USD20,000 shared equally among all recipients

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

Sponsor: Intel Corporation

Presentation: May be awarded to an individual or team of up to three.

Basis for Judging: Field leadership, contribution, originality, breadth, inventive value, publications, other achievements, society activities, honors, duration, and quality of nomination.

Prize

- gold medal
- bronze replica
- certificate
- USD20,000 shared equally among all recipients

- (15) 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.

Sponsor: Raytheon Technologies

Presentation: May be awarded to an individual or team, up to three in number.

Basis for Judging: Field leadership, contribution, originality, breadth, inventive value, publications, other achievements, society activities, honors, sustained impact, and quality of nomination.

Prize:

- gold medal
- bronze replica
- certificate
- USD20,000 shared equally among all recipients

- (16) 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.

Sponsor: IEEE Industry Applications, Industrial Electronics, Power Electronics, and Power & Energy Societies

Presentation: May be presented to an individual.

Basis for Judging: Impact of the contribution 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; and quality of nomination.

Prize:

- gold medal
- bronze replica
- certificate
- USD20,000

- (17) IEEE Simon Ramo Medal, established in 1982, for exceptional

achievement in systems engineering and systems science.

Sponsor: Northrop Grumman Corporation

Presentation: May be awarded to an individual or multiple recipients up to three in number.

Basis for Judging: Significance of the achievement in systems engineering and systems science, technical leadership in a major innovative engineering project within the scope of the IEEE, originality, breadth, impact on technology, patents/publications, and quality of nomination.

Prize:

- gold medal
- bronze replica
- certificate
- USD20,000 shared equally among all recipients

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

Sponsor: IBM Corporation

Presentation: May be awarded to an individual or team, up to three in number.

Basis for Judging: Truly outstanding contributions in computer hardware, software, or systems art; cited work 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; and quality of nomination.

Achievements may be theoretical, technological, or entrepreneurial, and need not have been made immediately prior to the date of the award. The scope is the processing of information and includes the subject areas of computer architecture, base technologies, systems, languages, algorithms and protocols, and application domains.

Prize:

- gold medal
- bronze replica
- certificate
- USD20,000 shared equally among all recipients

5.5. **TECHNICAL FIELD AWARDS COUNCIL.**

a) General.

The Technical Field Awards Council is responsible for recommending proposed recipients for the thirty-three (33) IEEE Technical Field Awards (TFA) 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. Candidates for the IEEE Technical Field Awards shall be endorsed by the AB before submission to the Board of Directors for final approval.

- (1) IEEE Technical Field Awards may be established and terminated only by the IEEE Board of Directors.

b) Presentation and Publicity of TFAs.

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. The IEEE Technical Field Award recipient may have their award presented at an IEEE conference of their choosing. 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.

All IEEE Technical Field Award presentations, regardless of their sponsors, shall be given the same and equal treatment when multiple TFAs are presented at an IEEE conference.

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.

For all presentation and publicity documents, co-recipients are typically listed in the order in which they are listed on the nomination form.

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 Medal or Recognition for the same work in a future year. See IEEE Policies, Section 4.4.A.
- (2) A TFA recipient may not receive another IEEE Medal, Technical Field Award, or Recognition in a given year, even if it is for different work.
- (3) Recipients of IEEE Recognitions may be considered for a TFA in a future

year.

- (4) Candidates need not be IEEE members, unless otherwise noted.
- (5) The selection committee must designate an alternate candidate in order for the additional candidates to be recommended for reconsideration.
- (6) The following are not eligible to be considered:
 - a) Deceased persons.
 - i. Exception: a posthumous award may be presented if recipient's death occurs after the IEEE Board of Directors approves the recipient.
 - ii. A deceased individual may be included within a team nomination for awards allowing multiple recipients. The individual would be recognized within the recipient announcements. While there would be no eligibility for anyone or any organization associated with the deceased individual(s) to receive the cash prize or medal, a certificate will, if practical, be issued to a legal heir of the deceased for each such individual, recognizing his or her contribution to the team effort.
 - b) Self-nominations
 - c) IEEE Staff
 - d) See "Special Provisions" Section 6 in the AB Operations 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 reflect the participation of more than one society or organizational unit and more than one country and IEEE Region. The composition of these committees will include the expertise that encompasses the broad description of the award. It shall consist of an even number of members plus the Chair. Composition of TFA selection committees is as follows:
 - a) The Chair,
 - b) The recent Past Chair of the TFA selection committee who may serve in that position for a single one-year term.
 - c) Recommendation of Candidates for Membership: Each IEEE Society, Technical Council, or organizational unit that desires to participate in that specific TFA selection committee may recommend candidates who shall then be considered for membership by the committee Chair. The Chair shall annually seek nominations for diverse membership from geographical units, Societies, Technical Councils, and organizational units whose field of interest is related to the award and strive for gender balance when possible.
 - d) Membership: selection committee members are recommended by the current selection committee because of their expertise and are

- approved by the Awards Board. Membership of the committee shall be 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 a majority of IEEE members is maintained.
- (2) With the exception of the Chair and the Past Chair, the term of membership of all committee members shall be one year, 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, with a maximum of two terms.
- (4) All members present have one vote, except the Chair, who may vote only to change the outcome of the 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 list of potential nominees, top people in the field, 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 citations for the recipient and alternate.
 - e) Recommending IEEE venues or activities at which a recipient might be recognized.
 - f) Determining disposition of remaining nominations as follows:
 - i. Reconsider: A nomination may be carried over for a maximum of five years based (unless otherwise noted) on the original nomination submission date. After the nomination expires, a new nomination package may be solicited by the committee for a future nomination cycle. Any alternate candidate will be automatically carried over. The nominator and/or endorsers may submit updated materials prior to the next deadline, but this is not required.
 - ii. Withdrawn: The nomination in its current state, including all endorsement letters will not be considered again by the committee. A new nomination package, with new letters of endorsement for

- that candidate may be solicited in the future.
- 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.
- a) Individuals serving on a particular IEEE Technical Field Award selection committee that is sponsored by their employer, cannot serve on that committee unless he/she signs a conflict of interest form.
 - b) The committee is responsible for keeping the award vital by: 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.
 - c) 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.
 - d) Having at least three nominations for evaluation each year, with an objective of at least two new nominations each year. Awards that have fewer than three nominations may not be awarded unless special permission is granted by the IEEE Awards Board. All Awards that evaluate fewer than three nominations in each of three consecutive years shall be reviewed by the AB Awards Policy and Portfolio Review Committee. The AB Awards Policy and Portfolio Review Committee will then determine the conditions for continuation or discontinuation of this award, and will provide recommendations to the Awards Board. Any recommendations for change by the Awards Board will be sent to the IEEE Board of Directors for final approval. A recommendation for discontinuation will be made in consultation with the sponsoring entity.
- (7) 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.
 - c) Maintaining contact with the IEEE Societies, Technical Councils, and organizational units who are active in the disciplines of the award.
 - d) Referring award nominees as appropriate for other awards.

- (8) 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.
 - a) The Chair prepares a committee report to present to the authorized council. See template 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 15 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) Electronic Nomination Form. The electronic nomination form will consist of the nomination form and endorsement letters. Materials in excess of the specified required nomination information will not be reviewed by the committee.
- (3) Development of Candidate Ratings. The electronic review form links are emailed to committee members for review and submission of rankings is entered electronically. 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. Electronic results are tabulated and distributed to the committee for use in the selection process. The committee will meet via teleconference to:
 - a) Review the tabulated rankings and discuss the nominees;
 - 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.
 - c) Develop the respective proposed citations for the recipient and alternate.
 - 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 award, as the Board of Directors has the option to not accept the recipient recommended by the AB. This rarely, if ever, happens.
 - e) 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.)

- f) The IEEE Technical Field Awards are awarded annually to an individual or team.
 - i. A team is defined as a group of individuals, working on the same contribution for which the award is given, who have regular interactions and exchange of ideas on that contribution.
 - ii. Multiple Recipients are defined as 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.

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

- f) The IEEE Technical Field Awards are: IEEE Awards may be awarded annually when, in the judgment of the Awards Board, suitable candidates are available, unless otherwise stipulated herein.

(1) IEEE Biomedical Engineering Award, established in 2010 for outstanding contributions to the field of biomedical engineering.

Sponsor: Engineering in Medicine and Biology Society and the Circuits and Systems Society

Presentation: May be awarded to an individual or team up to three in number.

Basis for Judging: Impact on the profession and/or society, succession of significant technical or other contributions, leadership in accomplishing worthwhile goal(s), previous honors, other achievements as evidenced by publications or patents or other evidence, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

(2) IEEE Cleo Brunetti Award, established in 1975, for outstanding contributions to nanotechnology and technologies for microsystem miniaturization.

Sponsor: Brunetti Bequest

Presentation: May be awarded to an individual or team of not more than three.

Basis for Judging: Innovation, development, social value, uniqueness of the concept, other technical accomplishments, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD5,000 shared equally among all recipients

- (3) IEEE Electronics Packaging Award, established in 2002, for outstanding contributions to advancing components, electronic packaging, or manufacturing technologies.

Sponsor: IEEE Electronics Packaging Society

Presentation: may be awarded to an individual or team of not more than three.

Basis for Judging: Enhancement of technology, impact on the relevant technical community and the profession, benefit to society, and quality of nomination. The technical field for this award includes all aspects of device and systems packaging, including packaging of microelectronics, optoelectronics, RF/wireless and micro- electro-mechanical systems (MEMS).

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

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

Sponsor: IEEE Control Systems Society

Presentation: May be awarded to an individual.

Basis for Judging: seminal nature of the contribution, singular achievement, practical impact, breadth of contributions, depth of contributions, historical precedence, and quality of nomination.

Prize:

- bronze medal

- certificate
- USD10,000

(5) IEEE Electromagnetics Award, established in 1996, for outstanding contributions to the theory and/or application of electromagnetics.

Sponsor: IEEE Antennas and Propagation, IEEE Electromagnetic Compatibility, IEEE Microwave Theory and Techniques, and the IEEE Geoscience and Remote Sensing Societies

Presentation: May be awarded to an individual.

Basis for Judging: Impact on the profession; innovation/originality; quality of publications; breadth, depth and duration of contributions; honors; other achievements; and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000

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

Sponsor: IEEE Signal Processing Society

Presentation: May be awarded to an individual or team of not more than three.

Basis for Judging: Impact on the fields of speech and/or audio processing technology, innovation, leadership, honors or seminal contributions, publications or patents, transition to practice, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipient(s)

(7) IEEE Fourier Award for Signal Processing, established in 2012, for an outstanding contribution to the advancement of signal processing, other than in the areas of speech and audio processing.

Sponsor: IEEE Signal Processing Society and the IEEE Circuits and Systems Society

Presentation: May be awarded to an individual or a team of not more than three persons.

Basis for Judging: Impact on the field of signal processing technology, including innovation; leadership; honors or seminal contributions as evidenced by publications, patents, or transition to practice, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipient(s)

- (8) 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.

Sponsor: IEEE Electron Devices Society

Presentation: May be awarded to an individual or team of up to three.

Basis for Judging: Field leadership, contribution, originality, breadth, inventive value, publications, other achievements, society activities, honors, duration, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

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

Sponsor: Robert & Ruth Halperin Foundation, in memory of the late Herman & Edna Halperin, and the IEEE Power & Energy Society

Presentation: May be awarded to an individual or team up to three in number.

Basis for Judging: Technological importance, successful application, originality, leadership, publications, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

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

Sponsor: Sony Corporation

Presentation: May be awarded to an individual or team of up to three.

Basis for Judging: 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, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

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

Sponsor: The Internet Award Fund

Presentation: May be awarded to an individual, or a team or multiple recipients up to three in number.

Basis for Judging: Innovation, leadership in the field, contributions to open system, specification, honors and other achievements, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

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

Sponsor: IEEE Industry Applications Society

Presentation: May be awarded to an individual or team of not more than three.

Basis for Judging: 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; and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

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

Sponsor: Keithley Instruments, a Tektronix Co. and the IEEE Instrumentation and Measurement Society

Presentation: May be awarded to an individual or team of not more than three.

Basis for Judging: originality (with particular emphasis on individual effort); quality (general benefit); influence (on other work in the field); breadth; standards or measurement instrumentation (physical, sensing, information processing, information retrieval and display, etc.); and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

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

Sponsor: IEEE Circuits and Systems Society

Presentation: 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.

Basis for Judging: impact; perceived long term and fundamental nature of the contribution(s); originality; publication of a 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; and

quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

(15) 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.

Sponsor: Leon K. Kirchmayer Memorial Fund

Presentation: May be awarded to an individual.

Basis for Judging: 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, involvement with and direction of students to prepare them for effective careers in engineering and the sciences, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000

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

Sponsor: The IEEE Koji Kobayashi Computers and Communications Award is sponsored by NEC Corporation

Presentation: May be awarded to an individual, multiple recipients, or a team of up to three.

Basis for Judging: Developments, inventions, systems or methods of significance in the field of computers and communications for which the candidate deserves principal credit, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD5,000 shared equally among all recipients

- (17) IEEE William E. Newell Power Electronics Award, established in 2005, for outstanding contributions to power electronics.

Sponsor: IEEE Power Electronics Society

Presentation: May be awarded to an individual.

Basis for Judging: 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; and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000

- (18) IEEE Daniel E. Noble Award for Emerging Technologies, renamed in 2000 and then again in 2010 with the addition of "Emerging Technologies", formerly known as the IEEE Morris N. Liebmann Memorial Award, established in 1919, for outstanding contributions to emerging technologies recognized within recent years.

Sponsor: IEEE Daniel E. Noble Award fund

Presentation: May be awarded to an individual or team of up to three.

Basis for Judging: Emerging technologies recently discovered, invented or recognized-technology importance, impact, originality, breadth, significance, and quality of nomination

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

- (19) 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.

Sponsor: IEEE Solid-State Circuits Society

Presentation: May be awarded to an individual or team of not more than three.

Basis for Judging: 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; and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

(20) 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.

Sponsor: Royal Philips

Presentation: May be awarded to an individual or team of not more than three.

Basis for Judging: Leadership in management, impact on innovation, personal contributions, technological impact, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD2,000 shared equally among all recipients

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

Sponsor: IEEE Photonics Society

Presentation: May be awarded to an individual or a team of up to three.

Basis for Judging: Outstanding discovery, significant scientific or technological advancement, important invention, impact on the field, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

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

Sponsor: IEEE Robotics and Automation Society

Presentation: May be awarded to an individual, team or multiple recipients up to three

Basis for Judging: Manufacturing automation, robotics and automation in unstructured environment, sensor design, integration and fusion, robot design, modeling, planning and control, methodologies for robotics and automation, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

- (23) IEEE Frank Rosenblatt Award, established in 2004, for outstanding contributions to biologically and linguistically motivated computational paradigms and systems.

Sponsor: IEEE Computational Intelligence Society

Presentation: May be awarded to an individual, team or multiple recipients of not more than three.

Basis for Judging: Quality of the contribution; impact on the technical field and society as demonstrated by publications, patents, or other evidence; and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

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

Sponsor: IEEE Nuclear and Plasma Sciences Society

Presentation: May be awarded to an individual, team, or multiple recipients up to three in number.

Basis for Judging: 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, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

(25) IEEE Innovation in Societal Infrastructure Award, established in 2011, for significant technological achievements and contributions to the establishment, development, and proliferation of innovative societal infrastructure systems through the application of information technology with an emphasis on distributed computing systems.

Sponsor: Hitachi, Ltd. and the IEEE Computer Society

Presentation: May be awarded to an individual, team, or multiple recipients up to three in number.

Basis for Judging: Impact on society with an emphasis on contributions to efficient infrastructure systems (e.g. breadth of use, energy savings, resource utilization, cost efficiency) as well as market size/revenue; originality of systems concept; leadership; impact on innovation; extension to further technological development; and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

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

Sponsor: IEEE Standards Association

Presentation: May only be awarded to an individual.

Basis for Judging: Engineering and administrative accomplishment and responsibilities; publications (books, standards, papers, conference); honors; supporting letters; IEEE activities; other organizations; and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000

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

Sponsor: Nokia Bell Labs

Presentation: May be awarded to an individual or team of not more than three.

Basis for Judging: Research, development, and application contributions to all aspects of leading-edge communication technology; and quality of nomination. 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.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

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

Sponsor: Wolong Electric Group, Industry Applications Society and the IEEE Power & Energy Society

Presentation: May be awarded to an individual or team of up to three.

Basis for Judging: Impact on technology, inventive value, breadth of use, leadership, and quality of nomination.

“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; biomedical (e. g., MRI, focused ultra sound, etc.), life quality improvement for the handicapped, manufacturing systems and robotronics.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

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

Sponsor: The late Dr. Kiyo Tomiyasu, IEEE Geoscience and Remote

Sensing Society, and IEEE Microwave Theory and Techniques Society

Presentation: May be awarded to an individual, multiple recipients, or a team of not more than three, who received their highest academic degree no more than fifteen years prior to the year of original nomination, 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. A nomination may be considered for a maximum of three years based on the original nomination submission date.

Basis for Judging: Innovation or development, social value, uniqueness of concept, other technical accomplishment, and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

- (30) IEEE Transportation Technologies Award, established in 2011, for advances in technologies within the fields of interest to the IEEE as applied in transportation systems.

Sponsor: IEEE Industry Applications Society, Industrial Electronics Society, Intelligent Transportation Systems Society, Microwave Theory and Techniques Society, Power Electronics Society, Power & Energy Society, and Vehicular Technology Society.

Presentation: It may be awarded to an individual, team, or multiple recipients up to three in number.

Basis for Judging: Impact on the profession and/or society; sustained technical or other contributions in monitoring, control, power, navigation, and/or communication as applied in transportation systems; leadership in accomplishing worthwhile goal(s); other achievements as evidenced by publications, patents, or other evidence; and quality of nomination.

Prize:

- bronze medal
- certificate
- USD10,000 shared equally among all recipients

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

Sponsor: IEEE Education Society

Presentation: May be awarded to an individual.

Basis for Judging: 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; attracting students to engineering and scientific profession; and quality of nomination.

Prize:

- bronze medal
- certificate
- USD2,000

5.6. **RECOGNITIONS COUNCIL**

a) General

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 Innovation Award, & Honorary Membership, Theodore Hissey Outstanding Young Professional Award 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.

For all presentation and publicity documents, co-recipients are typically listed in the order in which they are listed on the nomination form.

c) Eligibility of Candidates for IEEE Recognitions

(1) Although the IEEE Recognitions are equivalent to IEEE Technical Field Awards and Joint Awards with National Societies (JANS) within the awards hierarchy, they are not to be considered higher or lower than these categories. As such, receipt of an IEEE Recognition does not preclude an individual from being eligible for a TFA or JANS in future years, and recipients of a TFA or JANS may be considered for an IEEE Recognition in a future year.

(2) With the exception of the IEEE Medal of Honor, recipients of IEEE Medals may be eligible to receive an IEEE Recognition in a future year, provided it is for significantly different work.

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

(4) With the exception of the Corporate Innovation Award, and Honorary Membership, the selection committee must designate an alternate candidate in order for the additional candidates to be recommended for reconsideration.

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

a) Deceased persons

i. Exception: a posthumous award may be presented if the recipient's death occurs after the IEEE Board of Directors approves the recipient.

ii. A deceased individual may be included within a team nomination for awards allowing multiple recipients. The individual would be recognized within the recipient announcements. While there would be no eligibility for anyone or any organization associated with the deceased individual(s) to receive the cash prize or medal, a certificate will, if practical, be issued to a legal heir of the deceased for each such individual, recognizing his or her contributions to the team effort.

b) Self-nominations, with the exception of employees of the company nominated for the IEEE Corporate Innovation Award

c) IEEE staff

d) See "Special Provisions" Section 6 in the AB Operations Manual for additional restrictions

(6) Additional requirements may be specified in the individual award sections.

d) Membership and Responsibilities of Recognitions Committee Chairs and Members.

The membership of each Recognition selection committee shall reflect the participation of more than one society or organizational unit and more

than one country and IEEE Region. The composition of these committees will include the expertise that encompasses the broad description of the award. It shall normally consist of an even number of members plus the Chair.

- (2) Composition of Recognition committees is as follows:
 - a. The Chair,
 - b. The recent Past Chair of the Recognition selection committee who may serve in that position for a single one-year term.
 - c. Recommendation of Candidates for Membership: Each IEEE Society, Technical Council, or 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 diverse membership from geographical units, Societies, Technical Councils, and organizational units whose field of interest is related to the Recognition and strive for a gender balance when possible.
 - d. Membership: Selection committee members are recommended by the current selection committee because of their expertise and are approved by the Awards Board. Membership of the committee shall be 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 a majority of IEEE members are maintained.
- (3) With the exception of the Chair and the Past Chair, the term of membership of all committee members shall be one year with a maximum of three terms.
- (4) 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, with a maximum of two terms.
- (5) All members present have one vote, except the Chair, who may vote only to change the outcome of the vote.
- (6) The selection committee is responsible for conducting the award process. Specifically, the committee is responsible for:
 - h. Stimulating nominations for the award. A list of potential nominees, top people in the field, and emerging talents, shall be maintained by the Chair, and nominations solicited as appropriate
 - i. 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.

- j. Recommending a recipient and an alternate to the Recognitions Council. (Exception: alternate candidates are not required for the IEEE Corporate Innovation Award)
 - k. Preparing the citations for the recipient and alternate.
 - l. Recommending, in addition to the IEEE Honors Ceremony, other venues or activities at which a recipient might be recognized.
 - m. Determining disposition of remaining nominations as follows:
 - n. Reconsider: A nomination may be carried over for a maximum of five years based on the original nomination submission date. After the nomination expires, a new nomination package may be solicited by the committee for a future nomination cycle. Any alternate candidate will be automatically carried over. The nominator and/or endorsers may submit updated materials prior to the next deadline, but this is not required.
 - o. Withdrawn: The nomination in its current state, including all endorsement letters will not be considered again by the committee. A new nomination package, with new letters of endorsement for that candidate may be solicited in the future.
 - p. 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.
 - q. Coordinating with the IEEE Development Office on funding and assisting when requested.
2. 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.
- a. Individuals serving on a particular IEEE Recognition selection committee that is sponsored by their employer, cannot serve on that committee unless he/she signs a conflict of interest form.
3. 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. Having at least three nominations for evaluation each year 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 have evaluate than three nominations in each of three consecutive years shall be reviewed by the AB Awards Policy and Portfolio Review Committee. The AB Awards Policy and Portfolio Review Committee will then determine the conditions for continuation or discontinuation of this award, and will provide recommendations to the Awards Board. Any recommendations for change by the Awards Board will be sent to the IEEE Board of Directors for final approval. A recommendation for discontinuation will be made in consultation with the sponsoring entity.

4. 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.
 - c. Maintaining contact with the IEEE Societies, Technical Councils, and organizational units with interest in the award.
 - d. Referring award nominees as appropriate for other awards.
5. 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.
 - a. The Chair prepares a committee report to present to the authorized council. See template attached as Appendix I.

(d) The IEEE Recognitions are:

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

- a) *IEEE Haraden Pratt Award*, established in 1971, for outstanding volunteer service to the IEEE. The award is sponsored by IEEE Foundation and given to IEEE members.
- b) *IEEE Richard M. Emberson Award*, established in 1986, for distinguished service advancing the technical objectives of the IEEE.

Sponsor: IEEE Technical Activities Board

Presentation: Given to IEEE members.

Basis for Judging: Contributions an individual has made while an IEEE employee will not be eligible for the award, only volunteer contributions are considered. The quality of the nomination will also be considered by the selection committee.

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

Prize:

- bronze medal
- Illuminated certificate
- USD5,000
- travel reimbursement for IEEE Haraden Pratt Award recipient and companion up to USD2,000
- travel reimbursement for IEEE Richard M. Emberson Award recipient and companion up to USD1,500

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 Innovation Award.

The IEEE Corporate Innovation Award, established in 1985 as the Corporate Innovation Recognition, for an outstanding innovation by an organization in an IEEE field of interest.

Sponsor: IEEE.

Presentation: A corporate, governmental, or academic entity working within the fields of interest to the IEEE. An employee of a particular entity may nominate his or her organization for the IEEE Corporate Innovation Award.

The IEEE Corporate Innovation Award is presented at the IEEE Honors Ceremony.

Prize:

- certificate
- appropriate item of recognition

(3) 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.

Prize:

- USD15,000

(4) IEEE Honorary Membership.

The grade of Honorary Member is a significant honor bestowed by IEEE and is awarded for life to an individual. Honorary members are elected by the IEEE 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.

Sponsor: 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 TFAs. An individual who received this recognition may be eligible for a medal or technical field award.

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

Prize:

- Certificate
- Honorary Membership pin
- Appropriate item of recognition
- Benefits of IEEE membership, 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 Theodore W. Hissey Outstanding Young Professional Award. The IEEE Theodore W. Hissey Outstanding Young Professional Award, established in 2017, may be awarded to a young professional for contributions to the technical community and IEEE fields of interest.

Sponsor: IEEE Young Professionals, Photonics Society, Power & Energy Society

Presentation: Presented to an individual IEEE member. The IEEE Theodore W. Hissey Outstanding Young Professional Award is presented at the IEEE Honors Ceremony. Candidate must be an IEEE member and Young Professional as defined by the IEEE (within 15 years of first academic degree).

Basis for Judging: 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 such as publications or patents or other evidence; track record of volunteer contributions to the IEEE; and quality of nomination. Previous IEEE Medal recipients are not considered eligible candidates.

Prize:

- Certificate
- Crystal sculpture

- (7) IEEE Eric Herz Outstanding Staff Member Award, for sustained contributions by a present or past full-time staff member. The award may be presented on an annual basis 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 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.

Basis for Judging: substantial impact on the goals and objectives of the IEEE while a staff member, substantial impact on the success of a number of IEEE initiatives, leadership in a number of staff activities, and quality of nomination. Present and past full time staff members of the IEEE with at least ten years of service are eligible.

Selection Committee. The committee will be composed of 6 members, plus Chair. All members of the committee must be IEEE Volunteers. The Chair of the committee will appoint the members of the committee, with endorsement by the Awards Board. The Chair shall serve a one-year term with possible reappointment for a second term. Committee members may serve up to three one-year terms. Committee terms start 1 May.

IEEE Staff is not eligible to nominate, endorse or serve on the committee.

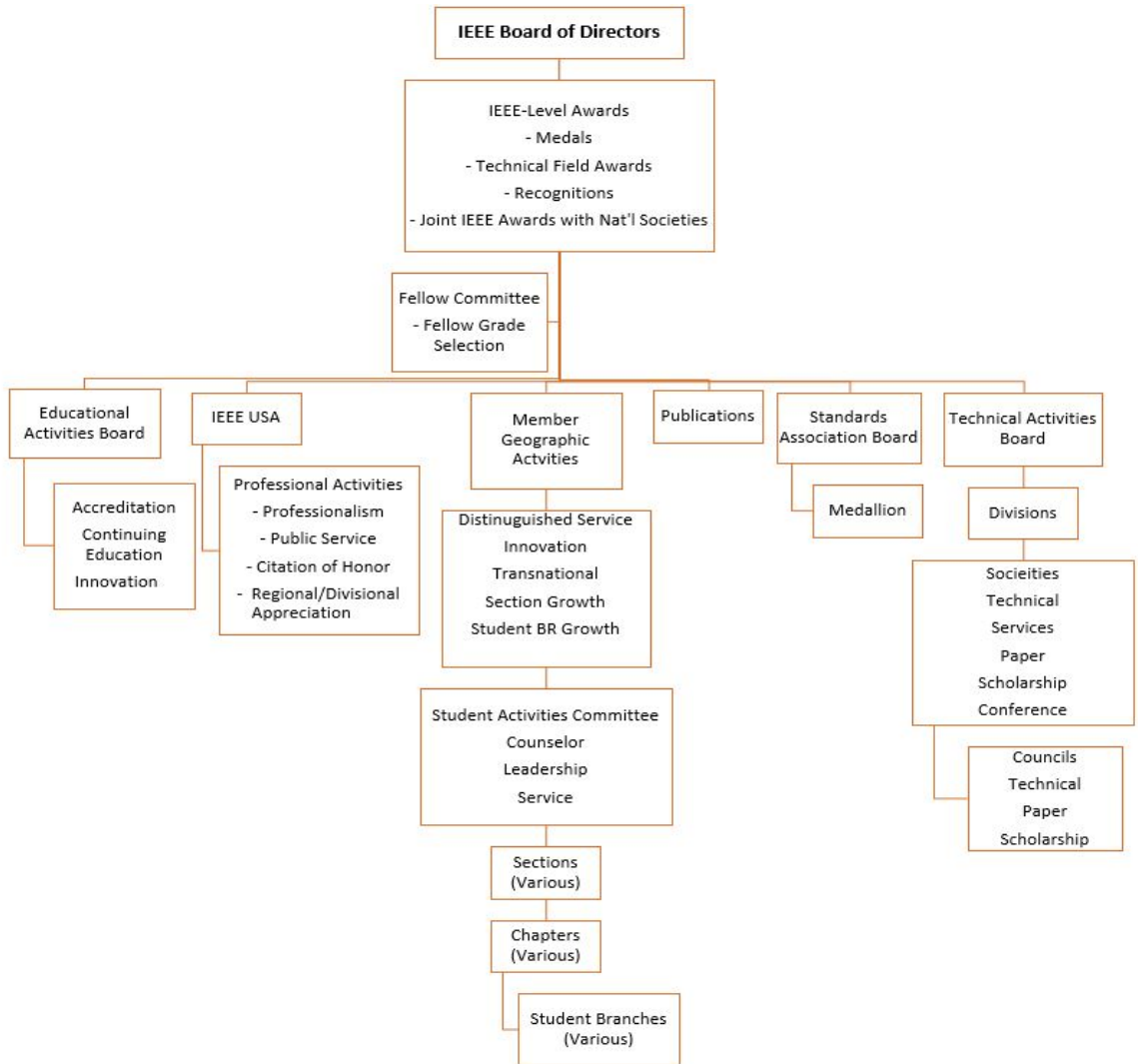
A photo and bio of the recipient will be published in the IEEE Awards Booklet.

Prize:

- USD5,000
- Framed certificate
- Up to USD1,000 travel expenses paid by IEEE to attend presentation

5.7. **CURRENT AWARDS STRUCTURE.**

Awards Structure is represented by Table B below.



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, cash prize, 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, ranking, 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 can be obtained by sending an email to awards@ieee.org.

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-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, and must contain the general area of coverage (unless approval to omit it is granted by the Awards Board).
- b) When an award is named after a person, the IEEE, with the assistance of the sponsoring entity, must obtain written consent from the individual or his or her estate agreeing to have the 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 or estate of said approval. When an award is named after or funded by an

individual or family, neither that individual nor his/her immediate family members shall be eligible for the award bearing their name, and they shall not be eligible to serve on the selection committee.

- c) Only in exceptional circumstances should an award be named after an individual when an award incorporating that name already exists. In such rare cases, which are not to be encouraged, care must be taken to frame the title of the new award to provide clear distinction – such as by defining the specific field of work to which the new award applies.

6.3 **GUIDELINES FOR THE DESIGN OF IEEE MEDALS.**

- a) Designs shall encompass the award scope.
- b) If an award is named after a person, the image of that individual should be incorporated into the medal design.
- c) Designs shall not include an exclusive brand or company logo(s).
- d) The IEEE Awards Department has the right to reject a design proposal.

6.4 **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.

6.5 **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) AB Awards Policy and Portfolio Review Committee (APPRC) 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.
- a) 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 AB APPRC.
- b) The second level of review shall be conducted by the AB APPRC which shall report its recommendations to the AB. The respective Council Chair and the specific Awards Selection Committee Chair of the award being reviewed shall participate in this review.
- 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 AB APPRC. The AB APPRC will then determine the conditions for continuation or discontinuation of this award, and will provide recommendations 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.

- d) The AB shall make its final recommendations to the IEEE Board of Directors regarding retention, suspension or termination of an Award.
- e) 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.
- f) 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.

6.6 **FUNDING OF IEEE AWARDS.**

The IEEE 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. The minimum sponsorship commitment for an entity that wishes to co-sponsor the award should be ten percent of the total annual award cost.

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 PRIZE.**

If an Award recipient wishes to donate the award cash prize without having a resulting taxable income, the recipient must designate that

IEEE transfer the cash prize 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 cash prize, 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 cash prize 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.

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.

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 **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 AB Finance Committee (AB FinCom)
Member of the Medal of Honor Committee

CURRENT AWARDS BOARD VICE CHAIR:

Chair of APPRC
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 OpCom
Member of IEEE N&A

AB APPRC Chair:

Member of AB
Member of AB
OpCom

AB APPRC Vice Chair:

Chair of the AB APPRC Subcommittee for Selection Committee Review

Medals Council

Chair: Member of
the AB Member of
AB OpCom

Medals Council Vice Chair:

Member of APPRC

Technical Field Awards Council

Chair: Member of the AB
Member of AB OpCom

Technical Field Awards Vice Chair:

Member of APPRC

Recognitions Council Chair:

Member of the AB
Member of AB OpCom

Recognitions Council Vice Chair:

Member of APPRC

AB Finance Committee Chair:

Member of the AB
Member of AB OpCom

Presentation and Publicity Chair:

Member of the AB
Member of AB
OpCom

AB Joint Awards with National Societies 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/TFA/ 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, Country

"Citation"

{For TFA Reports: PRESENTATION LOCATION: [IDENTIFY IEEE CONFERENCE]}

Alternate*

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

"Citation"

{For TFA Reports: 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 IEEE-Level or Society Award)

Name(s)

3. **Recommendations for IEEE Committee Roster**

Reappoint/location/terms of Service/society affiliation eg. Joe Smith / CA, USA / 2010, 2011 / MTT, AE, PE

Retire/location/terms of service/society
affiliation eg. Joe Smith / CA, USA / 2010, 2011
/ MTT, PE

Appoint/Location/terms of service/society
affiliation eg. Joe Smith / CA, USA / 2010, 2011 /
Ed, RA

4. **Additional Recommendations or Items of Business**

5. **3/2 Nominations Guideline**

If you have not met the 3/2 nominations guideline, please provide a brief statement explaining why the committee did not meet the required number of "new" nominations for the 20XX 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 II - 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.

Cash Prize:

The upper limit that is allowed by IEEE policy is USD10,000. The award may be for any lower amount to which the sponsors agree. It should be noted that many prestigious awards do not include a cash prize.

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

Items recommended for coverage include:

- Cash prize,
- 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.

Nominations:

Each individual local joint selection committee will be required to obtain/review at least three nominations per awards cycle, two which shall be new. Awards with fewer than three nominations will not be awarded.

Review:

The award will be reviewed on a ten year cycle.

Approved by IEEE Awards Board 24 September 2000

APPENDIX III - JOINT AWARD WITH NATIONAL SOCIETIES – PROCEDURES

Introduction

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 recipient, is accomplished by a Joint NS and IEEE Jury (or Selection) Committee. The jury's decision is then confirmed by the country's Joint National Society and IEEE Administrative Committee.

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

As normal practice, the IEEE Awards Board, and the National Society 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.

Current Joint Award Projects – (As of July 2016)

The dates and recipients of each of the joint awards presented to date can be

found at http://www.ieee.org/about/awards/joint_awards_est.html

- 1) Chile – AIE-IEEE – established 2005 – awarded annually
- 2) France – SEE-IEEE – established 2008 – awarded annually
- 3) Iceland – VFI – IEEE – established 2004 – awarded biennially
- 4) India – IEI – IEEE – established 2015 – awarded annually
- 5) Korea – IEIE-IEEE – established 2005 - awarded annually
- 6) Peru – AEP-IEEE – established 2000 – awarded annually
- 7) Singapore – IES-IEEE – established 2001 – awarded biennially
- 8) South Africa – SAIEE-IEEE – established in 2013 – awarded annually
- 9) Uruguay – AIU-IEEE – established in 2013 – awarded biennially

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

The Joint Award Task Force Chair 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 Chair of the National organization presents the award and the IEEE, and their representative, are acknowledged and asked to provide remarks.

The Joint Award Task Force Chair will advise awards staff the "role" that the IEEE representative will play in the presentation as soon as available - 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 Joint Award Task Force Chair, the awards staff will work with the IEEE 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 Corporate Communications staff will prepare remarks for the presenter.

If one of the 3P's is not available, the awards staff will advise the Joint Award Task Force Chair, who will approach/recommend another individual to attend the award ceremony on behalf of IEEE Administration and the IEEE Awards Board. The Joint Award Task Force Chair will then 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 will be invited to attend.

CHILE - AIE/IEEE
(AIE - Asociación de la Industria Eléctrica-Electrónica de Chile)

Joint Prize of Excellence Award

This award was established in 2005, and was originally scheduled to be presented biennially. Now being awarded annually.

Scope: 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 also be eligible.

Criteria: Nominator must either be AIE or IEEE member. The nominee should be working in CHILE, preferably for the past 3 years.

Call for nominations: in February - every year.

Committees Composition: Joint Admin Committee is composed of 4 members - with equal representation (2 AIE and 2 IEEE), and 2 Ex-Officio members of the committee – one assigned from IEEE Joint Awards Task Force of IEEE Awards Board; and other will be the President of AIE, or his delegate.

Presentation details: To be decided by AIE-IEEE JANS Administrative committee – to be held at an AIE Anniversary celebration, or any other suitable AIE or IEEE celebration or ceremony in Chile
(See introduction section on Securing an IEEE Presenter/Representative for a Joint Award Ceremony.)

Prize Items: Recipient receives plaque, certificate and a year IEEE and one IEEE Society membership. The IEEE Chile Section will assist the recipient in obtaining IEEE membership.

Funding: The funding for the award will be raised within the country by both AIE and the local IEEE entity on an equal sharing basis.

FRANCE - SEE/IEEE
(Societe de l'Electricite, de l'Electronique et des Technologies de
l'Information et de la Communication)

Joint Award in honor of Leon Brillouin and Alain Glavieux

This award was established in 2007 and presented annually.

Scope: 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.

Criteria: Nominators must be either SEE or IEEE member. The nominee should be working in France, have demonstrated achievements between research and innovation, and must have international recognition and not more than 45 years of age by 31st December in the year of nomination.

**Exception: Consideration may be given to a nominee over 45 years of age, if at the time of nomination, the nominator provides a letter of justification for the exception.*

Call for nominations: Call for nominations in January – every year.

Committees Composition: Joint Administrative committee has 10 members with equal representation (5 from SEE and 5 IEEE).

Presentation details: Decided by Joint Administrative committee, at a special ceremony in France. The award will be presented in honor of Leon Brillouin (physics, optics, electronics material, power electrical engineering) and Alan Glavieux (microelectronics, nanoelectronics, and information science or technology) in alternating years, starting in Year 1 will Leon Brillouin. *(See introduction section on Securing an IEEE Presenter/Representative for a Joint Award Ceremony.)*

Project review: The review of the France - SEE/IEEE Joint Award will take place in 2017.

Prize Items: Recipient receives plaque, certificate and cash prize.

Funding: The funding for the award will be raised within the country by both SEE and the IEEE France Section on equal sharing basis.

ICELAND - VFI/IEEE
(Verkfræðingafélag Íslands - Association of Chartered Engineers in Iceland)

Joint Electrical Engineer of the Year Award

This award was established in 2005 and presented biennially.

Scope: To recognize an individual who has demonstrated an excellent performance in the profession in the field of Electrical Engineering and also recognize electrical engineers which have made significant contributions to the Icelandic Society.

Criteria: Electrical engineers which have made significant contributions to the Icelandic Society.

Call for nominations: Call for nominations in Oct – every two years.

Committees Composition: Joint Administrative committee has 4 members - with equal representation (2 from VFI and 2 IEEE). There are also two Ex-officio members (1 from VFI and 1 IEEE).

Presentation details: Decided by Joint Administrative committee, at a special ceremony in Iceland. *(See introduction section on Securing an IEEE Presenter/Representative for a Joint Award Ceremony.)*

Prize Items: Recipient receives plaque, certificate and one year IEEE and one IEEE Society membership. The IEEE Iceland Section will assist the recipient in obtaining IEEE membership.

Funding: The funding for the award will be raised within the country by both VFI and the local IEEE entity on equal sharing basis.

INDIA - IEI/IEEE
(The Institution of Engineers, India)

Award for Engineering Excellence

This award was established in 2015 and is presented annually.

Scope: To recognize an individual who has technical excellence with benefit to society in the electrical engineering fields and related technical areas.

Criteria: Nominees should be working in India, preferably for at least the past five years. The areas of electrical, electronics, computer engineering, computer science and systems, management and allied fields-who has made a significant contribution to the profession, or to the society at large can be considered.

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

- Technical contribution(s)- for research, or for product and/or systems applications, or for pioneering efforts in the Electrical Engineering Fields and related Technical Areas
- Educational contribution(s)- for outstanding teaching, or for other important initiatives resulting in the growth of the engineering profession in the Electrical Engineering Fields and related Technical Areas
- Service Contribution(s) - to the profession; or to the society via technical work, innovations, etc.

Call for nominations: in June, every year.

Committees Composition: The Joint Administrative Committee is composed of 10 members of equal representation from IEI and the IEEE. The IEI committee is appointed by the IEI Executive Committee and the IEEE committee is appointed by the IEEE Bangalore Section Chair.

Presentation details: December Awards Ceremony

Prize Items: An object of art designed for the occasion

Funding: The funding for the award will be provided by both IEI and the IEEE Bangalore Section.

KOREA - IEIE/IEEE
(The "Institute of Electronics and Information Engineers - Korea)

Joint Award for Young IT Engineers/Scientists

This award was established in 2005 and presented annually.

Scope: 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.

Criteria: Nominators must be either IEIE 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, and preferably 3 years but exact number of years is for the decision of the committee.

Call for nominations: Call for nominations will take place every year. The actual period of activity to select the candidate will be approximately 5 months

Committees Composition: 4 members of equal representation (2 from IEIE and 2 IEEE). Joint Admin committee has 4 members of equal representation (2 from IEIE and 2 from IEEE). The joint administrative Committee also has two Ex-officio members, one assigned from the IEEE Joint Awards Nat'l Societies Task Force of the IEEE Awards Board, and the other will be the President of IEIE (or their appointed delegate).

Presentation details: Decided by Joint Administrative committee, at a ceremony in Korea. (*See introduction section on Securing an IEEE Presenter/Representative for a Joint Award Ceremony.*)

Prize Items: Recipient receives plaque, certificate and one year IEEE and one IEEE society membership, and one year IEIE membership (actual decision on prize is in the hands of joint admin committee). The IEEE Korea Section will assist the recipient in obtaining the IEEE memberships. The IEIE will assist the recipient in obtaining the IEIE membership

Funding:

The funding for the award will be raised within the country by both IEIE and the local IEEE entity on equal sharing basis.

PERU – AEP/IEEE
(AEP - Asociacion Electrotécnica Peruana)

ELEKTRON AWARD

This award was established in 2000 and is presented biennially.

Scope: 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.

Criteria: The nominee must have been in Peru for at least ten years and shall be living or working in Peru at the time of the nomination.

Call for nominations: September in the year prior. Nominations are due in April-May, of the same year as presentation.

Committees Composition: The permanent Joint Award Council consists of five members – 2 from AEP, 2 from the IEEE Peru Section, and J. Valdez (IEEE and AEP – founder of the award). The Selection Committee of 5-7 members (called “Jury”) will be elected by the permanent Joint Award Council for one year terms. For continuity, several members of the Selection Committee will be re-elected to serve again.

Presentation details: At a special ceremony in August as part of INTERCON activities. *(See introduction section on Securing an IEEE Presenter/Representative for a Joint Award Ceremony.)*

Prize Items: Recipient receives certificate, a trophy, a non-gold medal and a stipend of USD1,000.

Funding: The funding for the award will be raised within the country by both AEP and the local IEEE entity on equal sharing basis.

SINGAPORE - IES/IEEE

Joint Medal of Excellence Award

This award was established in 2000 and presented biennially.

Scope: To recognize a professional whose contributions in the fields of Electricity, Electronics, Computer Science and Systems, Management, 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.

Criteria: The nominator must be from IES or IEEE. The nominee must be residing or working in Singapore for the past three years to be eligible.

Call for nominations: Call for nominations in January – every two years. (Deadline for nominations is February).

Committees Composition: Joint Administrative committee is composed of 6 members – with equal representation (3 IES and 3 IEEE). There are two Ex-Officio members (1 from NSA and 1 IES Council).

Presentation details: Decided by Joint Administrative committee, at the November IES award ceremony, IES annual dinner, or another suitable award ceremony. (*See introduction section on Securing an IEEE Presenter/Representative for a Joint Award Ceremony.*)

Project Review: The joint awards will be reviewed every ten years. The review of the IES/IEEE Joint Medal of Excellence Award will take place in 2011.

Prize Items: Recipient receives a non-gold medal and certificate.

Funding: The funding will be raised within the country by both IES and the local IEEE entity on equal sharing basis.

SOUTH AFRICA - SAIEE/IEEE

Joint Volunteer of the Year Award

This award was established in 2013, and is scheduled to be presented annually.

Scope: Recognize an individual active in SAIEE, IEEE, or both organizations, who makes a valuable contribution to the Electrical Engineering Profession in South Africa.

Criteria: Makes or made a valuable contribution to the electrical engineering profession in South Africa, promotes the electrical engineering profession in South Africa or meaningfully contributes to one of the social challenges in South Africa through the application of electrical engineering.

Call for nominations: in January - May, every year.

Committees Composition: The Joint Administrative Committee is composed of 6 members of equal representation from SAIEE and the IEEE South Africa Section. This includes an Ex-Officio member of the Joint Administrative Committee assigned from the IEEE Joint Awards Task Force of the IEEE Awards Board, and also a similar individual for SAIEE. The SAIEE committee is appointed by the SAIEE Executive Committee and the IEEE committee is appointed by the IEEE South Africa Section Chair.

Presentation details: December Awards Ceremony

Prize Items:

- A certificate, travel costs to the awards event and accommodation on the day of the event, of which costs will be equally shared by the IEEE South Africa Section and the SAIEE
- Sponsored attendance (travel and conference registration costs, excluding accommodation and subsistence costs) to an IEEE conference/event determined by the interest of the awardee. Sponsors for this will be sought on a yearly basis

Funding: The funding for the award will be provided by both SAIEE and the IEEE South African Section and by sponsorship of South African Industry.

URUGUAY - AIU/IEEE Joint Award (Asociacion de Ingenieros del Uruguay)

This award was established in 2013, and is scheduled to be presented every two years.

Scope: to recognize an individual from Uruguay whose contributions in the fields of Electrical, Electronics, Communications, or Computer – Engineering – and/or Computer Science have made a great beneficial impact on the Technical Community and Public of Uruguay.

Criteria: Nominees should be working in Uruguay, preferably for at least the past five years.

Call for nominations: in January, every two years.

Committees Composition: The Joint Administrative Committee is composed of 8 members of equal representation from AIU and the IEEE Uruguay Section. The AIU committee is appointed by the AIU Executive Committee and the IEEE committee is appointed by the IEEE Uruguay Section Chair.

Presentation details: December Awards Ceremony

Prize Items: An object of art designed for the occasion

Funding: The funding for the award will be provided by both AIU and the IEEE Uruguay Section.