



THE INSTITUTE OF NAVIGATION

Satellite Division Awards Committees

Awards Guidelines

Approved by Sat. Div. Executive Committee April 2005

Introduction

This document describes the guidelines to be followed in fulfilling the duties of the Johannes Kepler and Bradford W. Parkinson Awards Committees of the Satellite Division. The tasks of these committees are to select award winners for their respective awards. Selections are made from among the nominations submitted by the nominations closing date. If the Committees believe that none of the nominations for a given award is worthy of recognition by that award, it can direct that the award not be given that year.

Satellite Division Awards Committees Voting Procedure:

- A. The ION Technical Director is to send each committee member a copy of the Satellite Division Awards Guidelines, the Awards Policy, the regulations for the particular Satellite Division Award they are assessing, and copies of each nomination package. The Committee Chair is to send each Committee member the deadline for the preliminary round of voting.
- B. Committee members are to read and familiarize themselves with the regulations for the Satellite Division award they are assessing. Questions are to be referred to the Satellite Division Awards Chair.
- C. Committee members are to read each nomination package. In the case of the Parkinson Award, Committee members may be assigned a subset of the theses to review, depending on the number of submissions and areas of expertise represented on the Committee. In this case, all members must still read the remaining nomination material (i.e., nomination form, biographical sketch, summary, letter of endorsement). Any potential conflicts of interest must be declared to the Committee Chair at this time. The Chair shall determine if the Committee member has a conflict of interest requiring withdrawal from the Committee.
- D. Committee members are to carefully scrutinize the credibility of each award submission. By applying the awards criteria, conduct a preliminary round of voting by selecting no more than three nominees for the award under assessment. Clearly

indicate your first, second and third choices. No candidate should be included on the list if the candidate is not qualified for the award. It is also acceptable that no candidates are judged eligible for an award. It is very important that the high standards of the awards be maintained by exercising impartiality and fairness in the selection of recipients. In the case of the Parkinson award, members can only rate nominees for which they have read the theses.

- E. Each Satellite Division Awards Committee member is to send preliminary round selections to the Satellite Division Awards Chair by the deadline. The Awards Chair shall score 3 points for your first choice, 2 points for your second choice and 1 point for your third choice.
- F. The Chair will provide the results for each candidate back to the Awards Committee without revealing individual Committee members' scores. The Chair will call a teleconference at this point to discuss the results of the preliminary round and to share knowledge about the nominees.

For the Kepler Award it will also be determined if additional information should be sought from referees provided by the nominators. Any additional information will normally be solicited by the Committee Chair and not by individual Satellite Division Awards Committee members. The ION Technical Director may be asked to assist in this process. Any information gathered in this process will be shared with the other committee members prior to initiation of the second round of voting.

In the case of the Parkinson Award when not all members have read all theses, the discussion will also include a relative evaluation of the nominees based on the award's criteria and the information contained in the nomination package (non-thesis) which was reviewed by all members.

- G. The Awards Chair will use the preliminary vote results to prepare a final list of the candidates for each award. This list will normally contain the candidates having the two highest scores from the preliminary round but may be extended by considering the information obtained from the teleconference (Parkinson and Kepler) and additional reference information (Kepler only). In the event of a tie after the preliminary round of voting, there may also be more than two candidates.
- H. A second round of voting will be conducted and each Committee member will submit a rank ordered list to the Committee Chair by the stated deadline. The Chair will again provide the anonymous results back to the Satellite Division Awards Committee. If there is a tie vote, a consensus shall be obtained via a second teleconference of the committee with the Chair taking an active role in the selection, if necessary.

Valid Considerations

1. The nominee's actual contributions listed on the nomination form.
2. Significance of the nominee's contributions and/or thesis.
3. The contributions' relationship to satellite navigation or guidance.

Invalid Considerations

1. The literary style of the nomination. This is of particular significance where a nomination is prepared by a foreign nation lacking full command of the English language.
2. Personal knowledge of information not included in the nomination form unless that information is shared with other members of the Satellite Division Awards Committee.
3. The type of satellite navigation application (marine, land, air, space, etc.) to which the contribution applies.
4. Any attempt to influence the Satellite Division Awards Committee in making their selections other than through the procedure of formal nomination.
5. Sentiment, prominence of the nominee, political affiliations, race, creed, color, sex and national origin.