



THE INSTITUTE OF NAVIGATION Satellite Division Awards Committees

Awards Policy of the Satellite Division of The Institute of Navigation

Approved by Sat. Div. Executive Committee April 2005

Introduction

It is the policy of the Satellite Division of the Institute of Navigation (ION) to make awards to worthy candidates whose outstanding contributions to satellite navigation are recognized by their peers in the field. In general, one or more sponsors who are familiar with the candidates' backgrounds nominate the candidates. The candidates need to be members of the Institute but the sponsors for each award need not be members of the Institute. Two Awards Committees will be established to determine the recipients of: (1) Johannes Kepler Award; and the (2) Bradford W. Parkinson Award. **The regulations for these awards are attachments to this policy.** This policy addresses the Satellite Division awards governed by the Awards Committees.

It is important that adequate and timely information, which describes the awards criteria, be circulated to the members of the ION, its Satellite Division, universities and other professional organizations who may have knowledge of qualified individuals for the awards. The Technical Director of the ION initiates the awards process with an announcement to the navigation community soliciting nominations for the awards. The announcement shall include an Awards Program brochure, which describes the awards and the names of previous winners. It shall also provide copies of the appropriate Awards Nomination Form. The cover letter should stress that only nominations that strictly adhere to the format of the Awards Nomination Form will be accepted by the Awards Committees. Nomination information and forms are also available on the ION's website. The nomination for each award consists of a short description of the candidate's contribution that best fits the criteria required for receiving the ION award and which conforms to the ION nomination standards set forth in the Awards Program announcement. The Awards Committees select the winning candidate for each award. These awards are presented to the selected winners as part of a ceremony, such as an Awards Luncheon, which is held during the Annual Meeting of the Satellite Division. The intent of the ceremony is to attract the participation of as many members as possible and to provide a professional atmosphere by the attending satellite navigation community, which lends the appropriate level of recognition and dignity to the awards recipients for their unique achievements. The Awards Plaques presented to the selected winners shall be of the highest quality commensurate with the level of the award. The names of all past award recipients and dates shall be maintained in the records of the ION National Office and made known to the members in an appropriate manner.

Satellite Division Awards Committees

The Chair of the Satellite Division shall appoint Awards Committee Chairs for the Johannes Kepler and Parkinson Awards at the end of the Annual Meeting of the Satellite Division. The Satellite Division Executive Committee must approve the selection of the Awards Chairs. The Parkinson Awards Chair

shall choose a committee of typically four active ION members who are knowledgeable of, and have high standing in, the satellite navigation community from whom the candidates will be nominated. The Kepler Award Chair shall be a previous winner of the Kepler Award and he or she will select three additional members, each of whom has also previously received this award. This will motivate the Committee to maintain high standards for selection of the next generation of award winners. There should normally be representation on each committee from the academic, government and industry sectors. The Satellite Division Chair, with assistance from the Satellite Division Executive Committee and the ION National Office Staff, may make recommendations to the Awards Chairs. However, it is the final responsibility of the Awards Chairs to select the members of their respective committees.

If an Awards Committee member has a conflict of interest with a nominee, then this member must declare it to the Awards Chair and he or she may be withdrawn from the Committee. For the Kepler Award, conflicts of interest arise when a nominee is from the same organization as the Committee member, is related to the nominee, or when there has been close collaboration between the Committee member and the nominee in the previous two years. For the Parkinson Award, the Supervisor or Co-Supervisor of a nominee constitutes a conflict of interest. Any potential conflicts of interest must be declared to the Committee Chair prior to voting. The Chair shall determine if the Committee member has a conflict of interest requiring withdrawal from the Committee. If the Awards Chair has a conflict of interest, this must be declared to the Satellite Division Chair who will decide if there is indeed a conflict and whether replacement of the Kepler Awards Chair is required.

The Satellite Division Chair alone must approve the selected committee. In order to maintain the integrity of the secret voting process, the names of these members shall remain unknown to the general membership. Only the Division Chair, Division Executive Committee and the ION National Office staff with a need to know shall be informed of the selected members of the Awards Committees.

The ION Technical Director provides the schedule that must be met by the Awards Committees and conducts the solicitation and gathering of the awards nominations. If requested by the Kepler Awards Chair, the credentials validation of a nominee may be done by the ION Technical Director, but this responsibility must be primarily born by the Kepler Awards Committee. The Technical Director shall forward copies of the nominations to all members of the Awards Committee. The Awards Chair passes the written voting criteria and process to the Awards Committee along with the schedule. The written voting criteria shall be based on the Satellite Division Awards Committee Guidelines and the regulations for each award. **The Satellite Division Awards Committee Guidelines and the regulations for the Kepler and Parkinson awards are attached to this policy.**

The voting process is at least a two-step process as described in the guidelines, with the second step only considering the top scores (normally two). The Awards Committee's votes are based on a scoring system provided by the Awards Chair. When the Chair tallies the votes, there should be a clear consensus for the winning candidate. If this is not the case, the top candidates, i.e., those whose scores are closely matched, should be resubmitted to the Awards Committee. The same scoring technique is used, but only a subset of candidates are on the ballot and the Awards Committee is encouraged to give the highest score to the most qualified candidate and not to give the same score to any two candidates. If a tie vote should result, then the Awards Chair must break the tie with his or her vote. The candidate with the highest score and preferably with a clear consensus vote is the winning candidate for the award. The Awards Chair reports the vote details back to the Awards Committee such that each member can see their votes for their candidates, but not their name (using an index for each committee member).

If the majority of the Awards Committee agrees that no candidate is worthy of the award, then the Awards Chair should recommend that this award not be given that year.

The Awards Chair reports the winning candidates to the Chair of the Satellite Division and to the Technical Director of ION National Office. It is important that strict secrecy of the outcome of the vote remain with the Awards Committee, the staff at the ION National Office with a need to know and the Chair of the Satellite Division.

REGULATIONS – Johannes Kepler Award

- I.
 - A. The purpose of this award is to honor an individual during their lifetime for sustained and significant contributions to the development of satellite navigation.
 - B. A recipient must be a current member of the ION. Membership must have been established at least two years prior to nomination.
 - C. Companies, Agencies, Educational Institutions, Associations, Groups of Individuals and previous Kepler Award recipients are not eligible for consideration.
 - D. The Award shall be given, at most, once each year. It shall be given only in those years in which an outstanding contribution is considered worthy of such recognition.
- II.
 - A. Nominations for the award may be submitted by anyone, but all nominations must conform to the nomination guidelines by submitting (1) a completed nomination form located on the ION's web site at www.ion.org which requests a one page biographical sketch (500 words or less) for the nominee, a summary of the nominee's sustained and significant contributions to the development of satellite navigation and a proposed citation in 25 words or less that describe his or her specific documented contribution(s); (2) a full Curriculum Vitae including education, employment history, leadership positions within technical societies and associations, publications, awards, and patents; and (3) three signed letters of reference (one letter may be provided by the Nominator). Nominations must be received by June 30th. Submissions received after the closing date will not be considered.
 - B. The award recipient shall be selected by secret ballot of the Satellite Division Awards Committee after careful evaluation of the submitted nomination packages. The Awards Guidelines, which accompany these regulations, will be used for the voting process. The committee shall look for sustained and significant contributions to the development of satellite navigation over a period of years. The selection shall be communicated to the ION National Office at least one month prior to the Satellite Division's Annual Meeting.
- III.
 - A. The award shall consist of a suitable plaque with appropriate wording.
 - B. Formal presentation of the Award will take place at the ION Satellite Division Annual Meeting.

REGULATIONS – Bradford W. Parkinson Award

- I.
 - A. The purpose of this award is to honor an outstanding graduate student in the field of Global Navigation Satellite Systems (GNSS).
 - B. A recipient must be a current member of the Institute of Navigation and is completing a degree program with an emphasis in GNSS technology, applications, or policy.
 - C. The Award shall be given, at most, once each year. It shall be given only in those years in which a submission is considered worthy of such recognition.

- II.
 - A. Nominations must be submitted by a regular or research faculty member at any college or university. Each college or university may only submit one award nomination in a given year. Submission must be in the form of a single-author thesis or dissertation completed within one year preceding the closing date. Submissions must be written in English and provided without publication restrictions. The award nominators must submit the following: (1) completed nomination form located on ION's web site at www.ion.org; (2) five printed copies of the dissertation or thesis; (3) an electronic copy of the dissertation or thesis in PDF format; (4) a one or two page summary of the written material; (5) a biographical sketch of the candidate; and (6) a letter of endorsement from the candidate's Instructor, Professor or Department Head. Nominations must be received by June 30th. Submissions received after the closing date will not be considered.
 - B. The award recipient shall be selected by secret ballot of the Satellite Division Awards Committee after careful evaluation of the submitted nomination packages. The Awards Guidelines, which accompany these regulations, will be used for the voting process. The committee shall look for outstanding contributions that represent truly significant innovations in the technology, application, or policy of modern satellite navigation systems. The selection shall be communicated to the ION National Office at least one month prior to the Satellite Division's Annual Meeting.

- III.
 - A. The award shall consist of a suitable plaque with appropriate wording and a \$2,500. Honorarium.
 - B. Formal presentation of the Award will take place at the ION Satellite Division Annual Meeting.