



## ION SATELLITE DIVISION AWARD POLICIES & PROCEDURES

*Approved by the Satellite Division Executive Committee September 20, 2013*

*Ratified by ION Council January 26, 2014*

### 1. INTRODUCTION

The Satellite Division Awards Committees shall process awards in accordance with this policy, which shall be consistent with the ION Awards Policy.

The Satellite Division currently sponsors the following awards with the approval of ION Council:

**The Johannes Kepler Award:** To honor an individual for sustained and significant contributions to the development of satellite navigation during their lifetime.

**The Bradford W. Parkinson:** This award, which honors Dr. Parkinson for his leadership in establishing both the U.S. Global Positioning System and the Satellite Division of the ION, recognizes an outstanding graduate student in the field of Global Navigation Satellite Systems (GNSS).

New high prestige awards will be established only if approved by the Satellite Division Executive Committee and the ION Council.

The Satellite Division may provide awards for best papers, service, etc., as deemed appropriate.

### 2. BASIS FOR NOMINATION/ELIGIBILITY

Recipients must be a current member of ION. Membership must have been established at least two years prior to nomination. Companies, agencies, educational institutions, associations, groups of individuals and previous winners are not eligible for consideration.

Nominations may be submitted by anyone except the nominee. All nominations must conform to ION nomination standards and be submitted electronically through the ION's web site. Nominations must be received by June 30. Submissions received after the closing date will not be considered. To be considered in subsequent years, nominees not selected in the current year must be re-submitted.

Awards shall be given, at most, once each year. They shall be given only in those years in which an outstanding contribution is considered worthy of such recognition. Awards shall not be awarded posthumously.

See AWARDS REGULATIONS (Section 6 below) for individual award eligibility requirements.

### **3. AWARDS SELECTION COMMITTEES**

#### **3.1 Chairs**

The Chair for the Satellite Division Kepler Award Committee and Parkinson Award Committee shall be appointed annually by the Satellite Division Chair and be approved by the Satellite Division Executive Committee.

**Kepler Chair:** The Chair of the Kepler Awards Committee shall be a past Kepler Award recipient.

**Parkinson Chair:** The Chair of the Parkinson Award Committee shall not be employed at the same university or institution as any of the current year Parkinson nominees.

The Satellite Division Chair shall determine if an Awards Committee Chair has a conflict of interest requiring withdrawal from the Committee.

#### **3.2 Other Members**

Chairs shall propose three or more current ION members to serve on the Selection Committee. Chairs shall strive to create committees comprised of members from both industry and academia.

Awards Committee Chairs shall propose committee membership that shall be approved by the Satellite Division Chair.

**Parkinson Committee Members:** Members of the Parkinson Award Committee shall not be employed at the same university or institution as any of the current year Parkinson nominees.

#### **3.3. Responsibilities of the Selection Committee**

It is very important that the high standards of Satellite Division awards be maintained by exercising impartiality and fairness in the selection of recipients. Members of the Selection Committee are responsible to:

- a. Review the regulations associated with each award. (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.) The ION National Office shall provide each committee member a copy of the Satellite Division Awards Policies and Procedures with complete nomination packages.
- b. Carefully scrutinize the credibility of each award submission and, if appropriate, communicate with one or more of the references provided with the nomination. If there is a clear discrepancy, Committee members must immediately notify the Chair, so that the entire Committee can be notified.

- c. Participate in the voting process.

Committee members must advise the Chair of any potential conflicts of interest and recuse themselves from voting for a specific nominee if the Committee member is:

- a. Listed as the nominator;
- b. Listed as a reference on a nomination; or
- c. Employed by the same organization as the nominee, unless the organization is very large and there is not a direct working relationship, in which case the Chair shall make a recusal determination.

The Committee Chair shall determine if the Committee member has a conflict of interest requiring withdrawal from the Committee.

#### 4. NOMINATION EVALUATION CRITERIA

Valid Considerations:

- a. The nominee's actual contributions listed on the nomination form.
- b. Significance of the nominee's contributions and/or thesis.
- c. The contributions' relationship to satellite navigation or guidance.
- d. The nominee's contributions to the intellectual content of the ION's meetings and/or the ION's journal, *NAVIGATION*.

Invalid Considerations:

- a. The literary style of the nomination. This is of particular significance where a nomination is prepared by a foreign national lacking full command of the English language.
- b. Personal knowledge of information not included in the nomination form unless that information is shared with other members of the Satellite Division Awards Committee.
- c. The type of satellite navigation application (marine, land, air, space, etc.) to which the contribution applies.
- d. Any attempt to influence the Satellite Division Awards Committee in making their selections other than through the procedure of formal nomination.
- e. Sentiment, prominence of the nominee, political affiliations, race, creed, color, sex and national origin.
- f. Nationality of the nominee except insofar as it might influence the magnitude of the accomplishment; i.e., a given contribution might represent a greater accomplishment in a developing nation as opposed to one that is highly developed.

#### 5. VOTING PROCEDURES

There are two phases in the awards selection process, first pass selections and final selections. In each phase, once award selections are sent to the Chair they cannot be changed. The Chair does not vote, but may take an active role if a tie vote occurs in the final selection, including breaking a tie if consensus cannot be reached. In the event that the Chair has a conflict of interest, the Satellite Division shall take the active role to resolve the tie instead.

### **5.1. First Pass Selections**

Committee members shall clearly indicate their first, second and third choices. Please do not indicate any scores; the Chair performs the scoring. No candidate should be included on a committee member's list if the candidate is not qualified for the award. It is also acceptable that NO candidates are judged eligible for an award.

Send first pass selections to the Chair by the deadline for the first pass. The Chair shall score three points for a first choice, two points for a second choice and one point for a third choice.

The Chair will use the first pass submittals to prepare a final list of the top two candidates for each award. This list will contain the candidates having the two highest scores. In the event of a tie there will be more than two candidates.

### **5.1. Final Selections**

Selections are made from among the nominations submitted by the nomination closing date. If the Committee believes that none of the nominees for a given award are worthy of recognition by that award, it can direct that the award not be given that year.

The Chair will provide the Committee with final slate of the top two nominees for each award. The Committee shall re-read the nomination for each award candidate in the final list and, if appropriate, correspond with one or more of the references. 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. Committee members shall then select one of the two candidates and submit their selection to the Chair by the final selections deadline.

The Chair will provide the results for each candidate back to the Committee. If there is a tie vote, a consensus shall be obtained via teleconference of the Committee with the Chair taking an active role in the selection, if necessary.

Final award selections are due to the National Office no later than six weeks prior to the ION GNSS meeting.

## **6. AWARD REGULATIONS**

### **6.1 The Johannes Kepler Award**

- A. The purpose of this award is to honor an individual for sustained and significant contributions to the development of satellite navigation during their lifetime.
- B. Nominations shall include:
  - A one-page biographical sketch (500 words or less) of the nominee with 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);

- A full Curriculum Vitae including education, employment history, leadership positions within technical societies and associations, publications, awards, and patents; and
  - Three signed letters of reference (one letter may be provided by the Nominator).
- C. The nominee must be a current member of the ION. Membership must have been established at least two years prior to nomination.
- D. The nominee must have demonstrably enriched the intellectual content of the ION's meetings and/or the ION's journal, *NAVIGATION*.
- E. Companies, agencies, educational institutions, associations, groups of individuals and previous Kepler Award recipients are not eligible for consideration.
- F. 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. The Award shall not be awarded posthumously.
- G. The award shall consist of a suitable plaque with appropriate wording.

## 6.2 The Bradford W. Parkinson Award

- A. This award, which honors Dr. Parkinson for his leadership in establishing both the U.S. Global Positioning System and the Satellite Division of the ION, recognizes an outstanding graduate student in the field of Global Navigation Satellite Systems (GNSS).
- B. Any graduate student who is a member of the ION and is completing a degree program with an emphasis in GNSS technology, applications, or policy is eligible for the award.
- C. Nominations for the Award may 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. Nominations shall include:
- A completed nomination form;
  - An electronic copy of the dissertation or thesis;
  - A one or two-page summary of the written material;
  - A biographical sketch of the candidate; and
  - A letter of endorsement from the candidate's instructor, professor or department head.
- Submissions received after the closing date will not be considered.
- D. The basis for selection will be the submitted written report. The selection committee will look for outstanding contributions that represent truly significant innovations in the technology, application, or policy of modern satellite navigation systems.
- E. 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. The Award shall not be awarded posthumously.
- F. The award shall consist of a suitable plaque with appropriate wording and a \$2,500 honorarium.

## 7. AWARD NOTIFICATION & PRESENTATION

The Parkinson Award winner's nominator, typically a supervising professor, will be notified of the winner and given permission to notify the recipient.

Traditionally the Kepler recipient is kept confidential. The Kepler winner shall not be notified in advance. The winner's nominator may be notified in advance in order to assist with materials required for award presentation. In this case nominator will be asked to keep the Kepler recipient confidential.

Formal presentation of the awards will take place at the ION Satellite Division Annual Meeting (ION GNSS) in September. Winners will be reported in a subsequent issue of the *ION Newsletter*.