

IEEE Region 8 Awards & Recognitions Committee Operations Manual

Approved by the R8 Committee, XX October 2022

1. Charter

To promote, recognize and reward excellence in the operations of Region 8 and its organizational units: Sections, Subsections, Chapters, Affinity Groups, Student Branches and Student Branch Chapters.

2. Composition

The Awards & Recognitions Committee shall consist of the following:

- Chair, normally the Region Past Director, who shall be at least of Senior Member grade.
- Up to seven (7) members, who ideally should include the Past Chair and representatives from the committees participating in awards: Region Vitality, Chapter Coordination, Young Professionals, Women in Engineering, Humanitarian Activities, Student Activities.
- Up to three (3) corresponding members.

Members of any committee or subcommittee involved in any step of the selection of a particular award cannot be nominated to that award or act as nominator, referee or endorser of that award.

3. Reporting

Reports to the Region 8 Committee through the Past Director.

At every R8 Committee meeting, the report should include:
statistics on nominations of closed calls
upcoming calls and deadlines
other business of interest

4. Meetings

The Committee shall meet whenever necessary to conduct its business on time.

5. Awards

The following awards are defined in Region 8.

5.1 Region 8 Volunteer Award

Eligibility: An IEEE member of any membership grade .

The candidate's volunteer work is, or has been, on behalf of a Section or Region. The candidate must have been active for at least 2 years in the Section and is not currently the Section Chairman.

The candidate receives no remuneration for his work for the Section except possibly expenses.

The members of the Region 8 Awards and Recognitions Committee and the members of the R8 Operating Committee are ineligible for the Award.

Nomination: The Nomination Form must be completed by a proposer who is familiar with the work of the candidate and who is an IEEE member in good standing.

Nominations must be approved by the Executive Committee (ExCom) of the Section. The

Chairman of the Section must sign the Nomination Form. Any member of the Section Executive Committee, including the Chairman, may be the proposer.
A Section may put forward only one candidate per year.

Evaluation: A&R Committee or a subcommittee of A&R appointed by the Committee.

Prize: Customized Certificate

5.2 The Clementina Saduwa Award

Eligibility: Nominee must be an active female working in one of the fields of interest of IEEE, and IEEE member whose engineering and career achievements are performed in one of the countries belonging to the IEEE Region 8.

The award can be offered to a candidate one time only.

Nomination: The submitted application must provide a statement (750 words maximum) that describes the candidate's career goals, challenges and obstacles she faced in her career, and explains how she overcame them.

The nominator (who could be a non-IEEE member) has to submit at least two signed endorsement letters from individuals (References) who are qualified to evaluate the candidate's success (colleagues, teachers, and others). Additional optional endorsement letters from public or private establishments can be provided.

Evaluation: team appointed by the Women in Engineering Committee

Prize: \$1000 and a customized certificate – Presented to the awardee at a Region 8 meeting. Region 8 covers the expenses of the awardee to attend the Awards Ceremony.

5.3 Region 8 Outstanding Section Award

There are three categories of this award, depending on the size of the Section as of 31 December of the previous year:

- Large Section = 1,501 or more members (including Students)
- Medium Section = 501–1,500 members (including Students)
- Small Section = 500 or fewer members (including Students)

Eligibility: All Region 8 Sections are eligible and can apply.

The nominated Section must have satisfied all of the IEEE reporting requirements on time.

No Section may receive two Region 8 Outstanding Section Awards within three years.

Evaluation: A&R Committee or a subcommittee of A&R appointed by the Committee.

Prize: a customized certificate – Presented to the Section at a Region 8 meeting.

5.4 Region 8 Chapter of the Year Award

There are three categories of this award, depending on the size of the Chapter as of 31 December of the previous year:

- Large Chapter (61 or more members)
- Medium Chapter (25-60 members)
- Small Chapter (24 or fewer members)

Eligibility: All Region 8 Technical Chapters are eligible and can apply.

The nominated Chapter must have satisfied all of the IEEE reporting requirements on time.

No Technical Chapter may receive two Region 8 Chapter of the Year Awards within three years.

Nomination: The Nomination Form must be completed by a nominator familiar with the work of the Chapter.

Evaluation: team appointed by the Chapter Coordination Committee.

Prize: \$200 (to be used for future Chapter activities) and a customized certificate.

5.5 Region 8 Student Branch Chapter of the Year Award

There are three categories of this award, depending on the size of the SB Chapter as of 31 December of the previous year:

- Large Student Branch Chapter (61 or more members)
- Medium Student Branch Chapter (25-60 members)
- Small Student Branch Chapter (24 or fewer members)

Eligibility: All Region 8 Student Branch Chapters are eligible and can apply.

The nominated Student Branch Chapter must have satisfied all of the IEEE reporting requirements on time.

No Student Branch Chapter may receive two Region 8 Student Branch Chapter of the Year Awards within three years.

Nomination: The Nomination Form must be completed by a nominator familiar with the work of the Student Branch Chapter.

Evaluation: team appointed by the Chapter Coordination Committee; at least one member should be member of the Student Activities Committee.

Prize: \$200 (to be used for future Chapter activities) and a customized certificate.

5.6 IEEE Region 8 Outstanding Young Professionals Affinity Group Award

Eligibility: The nominated Young Professionals AG must have at least 20 Young Professionals members.

All activities from the past year must be submitted correctly to vTools in the form of event reports by the time of the application.

The nominated Young Professionals AG must not have received another IEEE award in the past year.

The nominated Young Professionals AG must not have received the R8 Outstanding Young Professionals Affinity Group award in the past 5 years.

Nominations: Proposals for nominations of a Young Professionals AG for this award will be made by the Section and supported by 1 letter of endorsement by the Section Chair or another member of the Section's Executive Committee. Alternatively, a Young Professionals Chair can also nominate a Young Professionals AG, provided that his/her nomination is endorsed by at least 1 other Young Professionals member and preferably also by a member of the Executive Committee of the Section.

Evaluation: team appointed by the Young Professionals Committee.

Prize: \$400 (to be used for future AG activities) and a customized certificate.

5.7 IEEE Region 8 Young Professional Exceptional Volunteer Award

Eligibility: The candidate must be a Young Professional member of an active Young Professionals Affinity Group in good standing, i.e. with all the required reporting up to date and elections in order.

The candidate must not have received another IEEE award in the previous year.

The candidate's Affinity Group must not have been awarded with the Region 8 Outstanding Young Professionals Affinity Group Award in the previous year.

The candidate cannot belong to a Young Professionals Affinity Group nominated to the Region 8 Outstanding Young Professionals Affinity Group Award in the same year.

Members of the Region 8 Young Professionals Committee are not eligible to be nominated.

Nomination: Self-nominations are not accepted for this award.

Evaluation: team appointed by the Young Professionals Committee.

Prize: an award diploma providing the citation for the award approved by the Young Professionals Committee.

5.8 Region 8 Outstanding Women in Engineering Section Volunteer Award

Eligibility: Any Section Affinity Group volunteer of professional member grade in good standing may apply for the award.

Nomination: Any member of the Section may nominate a fellow volunteer.

Applicant must submit a letter written by the Section Chair, highlighting the achievements and contributions of the volunteer in question.

Evaluation: team appointed by the Women in Engineering Committee.

Prize: \$250 and a customized certificate.

5.9 Region 8 Outstanding Women in Engineering Student Volunteer Award

Eligibility: Any Section Affinity Group student volunteer in good standing may apply for the award.

Nomination: Any member of the Section may nominate a fellow volunteer.

Applicant must submit a letter written by the Section Chair, highlighting the achievements and contributions of the volunteer in question.

Evaluation: team appointed by the Women in Engineering Committee.

Prize: \$250 and a customized certificate.

5.10 Region 8 Women in Engineering Section Affinity Group of the Year Award

Eligibility: Approved Section WIE Affinity Group (AG) within IEEE Region 8 that has conducted activities and events within the previous year.

Nomination: Must include a report clearly and concisely documenting activities i.e. dates, content, number of attendees, academic or industry partners and impact of the events. The submitted report should be no more than 1000 words, and should include pictures. A report in the form of slides is also accepted.

All members of the AG must be listed on the application.

Both applications and nominations are accepted and any member of the AG can apply for the award, and any member of the Section can nominate the Section's WIE AG.

Evaluation: team appointed by the Women in Engineering Committee.

Prize: \$450 (to be used for future AG activities) and a customized certificate.

5.11 Region 8 Women in Engineering Student Affinity Group of the Year Award

Eligibility: Approved Student Branch WIE Affinity Group (AG) within IEEE Region 8 that has conducted activities and events within the previous year.

Nomination: Must include a report clearly and concisely documenting activities i.e. dates, content, number of attendees, academic or industry partners and impact of the events. The submitted report should be no more than 1000 words, and should include pictures. A report in the form of slides is also accepted.

All members of the Student AG must be listed on the application.

Both applications and nominations are accepted and any member of the SB AG can apply for the award, and any member of the Section can nominate the WIE SB AG.

Evaluation: team appointed by the Women in Engineering Committee.

Prize: \$350 (to be used for future AG activities) and a customized certificate.

5.12 Region 8 Outstanding Section SIGHT Group of the Year Award

Eligibility: All active R8 Section SIGHT Groups are eligible, provided that

- Submitted the annual SIGHT group report (survey)
- Implemented a project funded by HAC or SIGHT in the last two years
- Submitted a funded project report for their project
- Reported SIGHT activities on vTools

Evaluation by: team appointed by the Humanitarian Activities Committee.

Prize: \$500 and a customized plaque and certificate.

5.13 Region 8 SIGHT Student Branch of the Year Award

Eligibility: All active R8 Student Branch SIGHT Groups are eligible, provided that:

- Submitted the annual SIGHT Group report.
- Implemented a project funded by HAC or SIGHT in the last two years.
- Submitted a funded project report for their project.
- Reported SIGHT activities on vTools.

Evaluation by: team appointed by the Humanitarian Activities Committee; one member of the team should be member of the Region 8 Student Activities Committee.

Prize: \$300 and a customized plaque and certificate.

5.14 Region 8 Student Paper Contest (SPC)

Eligibility: Only IEEE student members and IEEE graduate student members are permitted to submit papers. Each author has to be a member of a Student Branch in R8. Applicants must

not be pursuing PhD studies.

Nomination: A Branch may submit one paper for every 100 branch members or part thereof, with a maximum of three papers.

A paper can be submitted by a student branch if the Student Branch Counselor supports the paper OR if the Branch holds a local Student Paper Contest (SPC) under its own responsibility, with the winners progressing to the regional contest.

The work presented has to be completed before the student receives the engineering degree that entitles him/her to start preparing a doctoral thesis and the submission of the paper to the Region 8 Contest must be completed within 12 months after graduation. A doctoral thesis is not considered.

When entering a paper in the SPC, each SB Counselor will provide a document certifying that those conditions are fulfilled, giving the IEEE membership number(s) of the author(s), and stating during which year(s) after high school the work has been performed.

Five finalists (one author per paper) are normally invited to present their papers at one of IEEE R8 flagship conferences, MELECON or EUROCON. Transportation expenses are covered by IEEE Region 8.

Deadline for nominations is 1 December yearly.

Evaluation by: SPC judges, appointed by the Director by recommendations from SAC and the Student Paper Contest Coordinator, with the consent of the Region 8 Committee. The organization of the contest is managed by SAC Student Paper Contest Subcommittee.

Prizes: 1st Prize: \$800 / 2nd Prize: \$500 / 3rd Prize: \$200. In addition, the Student Branch from where the winner is based receives an additional award of \$250.

5.15 Region 8 Student Branch of the Year Award

Eligibility: All Student Branches in Region 8 in good standing are eligible to participate.

Nomination: A nomination for the MGA Regional Exemplary Student Branch Award must be made in order to be considered for this Award. After that, enrollment is automatic.

Five mandatory Exemplary Student Branch criteria and an additional 12 out of 32 criteria must be met, as detailed on the MGA Student Awards website.

Deadline is 31 March yearly.

Evaluated by: Student Activities Committee

Prizes: three types (Gold, Silver, Bronze) are awarded. Customized plaque and certificate are provided.

5.16 Region 8 Student Branch Website Contest

Eligibility: All Student Branches and Student Branch Chapters in Region 8 in good standing are eligible to participate.

Nomination: Each Student Branch may enter at most one Website, regardless of the number of Student Branch Chapters or Affinity Groups present.

Nomination can be submitted only by a Student Branch officer.

Evaluated by: Student Activities Committee

Prizes: 1st Prize: \$300 / 2nd Prize: \$200 / 3rd Prize: \$100.

6. Creation of new awards

Proposals of new awards must include:

- what is being recognized with the award
- eligibility criteria
- nominations conditions and procedure
- evaluation team and procedure for appointing
- prize, if any, and budget line if required

All proposals must be reviewed by OpCom and then submitted to the R8 Committee for approval. After approval by the R8 Committee they must follow the MGA process for establishment of awards. The process must be completed before the award is judged for the first time.

7. Contact

The A&R Committee can be contacted via the Region Past Director.