

# Awards Committee - Terms of Reference

## Delegated Authority

	Commercial Panel has delegated authority from BoT for oversight of Commercial activity.
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## Purpose

To review, score and decide winners of IChemE Global Awards.

## RASCI Matrix

Responsible	Commercial Panel
Accountable	Head of Commercial, Chair of the judging panel, Category judges, Director of Regions
Support	IChemE Commercial Team
Consult	Commercial Panel
Informed	Stakeholders via website, email etc.

## Duties

- Judges are required to score all entries in their assigned category, support fellow judges on other categories where appropriate and make recommendations to the chair regarding winners and highly commended entries.
- Judges are also expected to identify entries that may be better/also suited to other categories. All judges are required to sign data handling agreements before judging and are required to identify any conflicts of interest before scoring entries.
- Judges are issued with guidelines ahead of each year's judging cycle, detailing the process, scoring matrix etc.
- An identical process is followed for National Awards.
- An annual report is prepared for the Learned Society Committee and the Commercial Panel is updated as part of the Commercial Panel meeting cycle.

## Membership

The chair of the judging panel is typically elected from within the existing judging panel for a period of three years with an option to serve for a further period of up to three years as chair. The appointment of a new chair of the judging panel should be approved by the Commercial Panel.

Ordinary judges are approved by the chair of the judging panel, in consultation with the Head of Commercial.

The judging panel is typically reviewed in December/January. An identical process is followed for National Awards. More information can be found [here](#).

## Meetings

All judging is completed virtually in late July/August. Scoresheets are consolidated and a virtual meeting takes place to review scores and decide finalists, highly commended entries, and winners for each category in mid/late August.

The chair of the judging panel is required to approve all decisions and has casting vote in the event of category judges being unable to reach a decision.

The chair of the judging panel meets virtually with the Head of Commercial to review the following year's categories in Q4 each year.