

## 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	Associate Director - Commercial, Chair of the judging panel, Category judges
Support	IChemE Commercial Team
Consult	Commercial Panel
Informed	Stakeholders via website, email etc.

### Duties

- The Global Awards Head Judge is responsible for working with the Associate Director Commercial to review the Award categories each year.
- The Global Awards Head Judge is responsible for working with the Associate Director Commercial to review category weighting each year.
- The Global Awards Head Judge is responsible for approving the appointment of all Global Awards category judges.
- The National Awards Head Judge is responsible for working with the Associate Director Commercial to select which categories from the Global Awards category list will form part of the national category line-up. They are not permitted to add additional categories, amend award descriptors, scoring weighting or amend any aspect of the judging process.
- 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 not permitted to judge in categories where they have identified a conflict of interest.
- 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 Commercial Panel.

### Membership

The Global Awards Head Judge is typically selected 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 should be approved by the Commercial Panel. An identical process is applicable for the appointment of National Awards Head Judges.

Category judges are approved by the Head Judge, in consultation with the Associate Director – Commercial. Where possible, judging volunteer vacancies are filled via applications received. In the event of further judges being required, or specific subject-matter specialists, the Head Judge and

Associate Director- Commercial will use their professional judgement to identify and invite additional candidates.

After completing their term, judges cannot reapply to join the panel until at least two full cycles of the programme. On occasion, the Associate Director – Commercial reserves the right to allow a candidate to reapply sooner, typically if they possess specialist knowledge or expertise that cannot easily be replaced.

The role is fully supported by the Commercial Team (and IT). Training will be provided to support volunteers in this role. Other standard volunteer training, eg General Data Protection Regulations (GDPR) training, will be provided by IChemE. In some instances, an annual update may be required.

The judging panel is typically reviewed in December/January. More information can be found [here](#).

## Meetings

All judges are issued with judging guidelines (reviewed annually by the Global Awards Head Judge and Associate Director – Commercial) ahead of judging being 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 Global Awards Head Judge is required to approve all decisions and has casting vote in the event of category judges being unable to reach a decision.

The Global Awards Head Judge meets virtually with the Associate Director - Commercial to review the following year's categories in Q4 each year.