



Australasian Hydrographic Society

30 April 2003

Distribution – All Members of the Australasian Hydrographic Society

POLICY DIRECTIVE (OBJECTIVE 4) – AHS AWARDS SCHEME

Reference:

- A. Strategy & Business Plan – December 2001
- B. Concept Document – Establishment of an Awards Scheme – 7 March 2003

Purpose

1. The purpose of this Policy Directive is to outline the doctrine, considerations and processes associated with the Awards Scheme for the Australasian Hydrographic Society. This policy follows on from reference B, which was raised in accordance with Objective 4 of the Society's Strategic & Business Plan (December 2001), amended accordingly by the AHS membership and endorsed by the AHS Executive Committee.

Background

2. The Society's charter and constitution has, since inception, been to promote hydrography and related sciences. Increasingly, groups such as the AHS have sought to give recognition to those working in their area of interest; due to such recognition being an excellent means of providing visibility and fostering individual and corporate involvement.

3. The AHS is by definition a learned organisation with a membership that now covers a broad spectrum of all those involved or having an expressed interest in hydrography and related sciences. As such, the consensus of the membership is that there is probably no better group involved with hydrographic pursuits to better judge all of the various contributions across the industry.

4. While Section 8 of the Society's constitution had always allowed for bestowing "Emeritus" status for achievement, the fact that the title was only for the most significant and extended contributions meant it had limited application and, if only in perception, excluded a majority of members. As a result, only a handful of such awards had been granted in thirty years worldwide. Similarly, the Education Scheme, while of considerable importance, had similar restrictions at the other end of the scale.

5. In the past “tyranny of distance” and the limitations of technology made broader and equitable recognition administratively prohibitive. With the advent of better communications and analytical tools that provide for more informed decisions; those limitations have now been substantially removed. Accordingly, establishing an awards scheme had been an accepted part of the Australasian society’s strategic plan since December 2001.

Policy - General

6. The general policy for the scheme aims to achieve a number of things:
- a. Firstly, it seeks to promote the values and ideals of the organisation. These are published at Reference A and outlined at paragraph 6 below. In a practical sense these should ultimately be utilised by selectors to determine an order of merit between worthy nominations.
 - b. Primarily, it will give fair and equitable recognition to those individuals and organisations that have contributed to a field of endeavour. As such,
 - c. It will be inclusive of all elements of the hydrographic community (predominantly focused on AHS members), and
 - d. It will be a credible form of recognition. In a practical sense, this will require ensuring due process, but also encompass considering the scope, exclusivity and number of awards. Selections will be avoided that are substantially based on popularity or proportion of media attention alone.
 - e. For a relatively small and / or diversely separated group (such as the AHS), the scheme will avoid unnecessary administrative or financial burden.

Scope

7. With these principals in mind, the scope of the awards scheme will be as follows:
- a. As prescribed in Reference A, the AHS promotes the following values:
 - Excellence: Excellence in the application, history, dissemination and technological development of hydrography and related sciences.
 - Accuracy: The highest standards of accuracy and thoroughness in the application of hydrography and related sciences.
 - Freedom of Information: The free exchange of information between all those engaged in hydrography and related sciences.
 - People: The broadest inclusion of people and organisations interested in hydrography and related sciences.
 - Technology: The broadest pursuit of technology and innovation for the purpose of hydrography and related sciences
 - Safety: The greatest degree of safety that can be achieved by (and for) the application of hydrography and related sciences
 - Non-Profit: That as a non-profit organisation, income and property of the society be applied to the objectives of the society and its members.

- b. Accordingly, the AHS Award Scheme will seek to recognise those individuals, organisations and companies that have by their actions contributed to promoting these values. Such recognition will be non-financial in nature.
- c. The scheme compliments rather than replaces the previous mechanisms for recognition, namely the award of Emeritus status and the Education Award Scheme.
- d. Future Scope. While the full extent of categories are detailed in this policy, the society will intentionally start small, evaluate the success (or otherwise) of particular categories and subsequently modify them as appropriate.
- e. The scheme and any modifications to it will be cognisant of not disenfranchising any particular element of the membership (or region).
- f. It is envisaged that eventually each region will have autonomous processes for recognising regional achievement in each category; however, in the interim each regional will have equal representation for selecting Australasian awards. The scheme is designed to recognise that the regions have their own rights in the constitution, by virtue of the obligations of their selected Chairman / Director. The aim, however, will be to avoid making the process too large.
- g. Guidelines for the regions will be provided by the AHS Executive Committee as necessary. In the event that a region has not been particularly active then “not awarded this year” would apply, rather than arbitrarily allowing recognition to be given.
- h. It is envisaged that corporate sponsorship would eventually ensure that the scheme remains properly resourced. As recognition will be non-financial in nature, this will be in terms of supporting awards nights (during conferences or regional meetings), administrative resources and the like. Additionally, this is an incentive to encourage future regions to start up under the AHS (say from SE Asia or SW Pacific).
- i. For reasons of greater credibility, some awards will not be exclusive to members only (eg for Literary Achievement in Hydrography). Notwithstanding, while some awards can reasonably be granted to non-members, all nominations for any award will only be accepted from paid-up individual or corporate members.
- j. Initially, for reasons of cost, awards will generally be in the form of a certificate of recognition or small plaque. Awards will be presented at an appropriate symposium, annual general meeting, regional meeting or dedicated function. Like most award schemes there will generally be no limitation on individuals or groups being recognised more than once (in subsequent years), pending such recognition is for new achievements. Individuals or groups will not be eligible for recognition in more than one region for the same achievement.

Categories

8. The scheme (when fully functional) will encompass the following categories. Initially, recognition will be focussed on service and career achievement, unless a demonstrable case exists for recognition in one of the other categories. In such cases, the emphasis is on the nominator to present substantiating evidence.

a. Member - Emeritus

The Society's highest individual recognition, to be granted for the most significant service (to the Society), or technical and academic achievements in hydrography or related sciences, over an extended period. Awarded by the AHS Executive Council, only as occasion requires.

b. Career Achievement

To be awarded annually to individuals for excellence in the application, history, dissemination or technological development of hydrography and related sciences. This would generally be consider for work over an extended period, but may be considered for highly notable achievement in a shorter period. When appropriate, Regions will recognise work in the following sub-categories. The Branch will grant separate awards in each sub-category for both private and public sector achievement.

- Achievement in Hydrography (eg field work or rendering of surveys)
- Achievement in (related) Operations (eg port operations)
- Achievement in (related) Support (eg administration or training of hydrography)
- Achievement in (related) Engineering (eg system maintenance or upkeep)

Consideration will normally only be given to members (paid up at the time of the award), unless nominated by 3 individual or 2 (independent) corporate members. Consideration for work undertaken outside the Australasian region will only be given to an AHS member.

c. Scientific & Technological Achievement

To be awarded annually for promoting the highest standards of accuracy and thoroughness in the application of hydrography and related sciences. When appropriate, both regional and branch recognition will be given in the following sub-categories:

- Scientific Achievement by an Individual (eg individual R&D)
- Scientific Achievement by a Group (eg departmental R&D)
- Technical Achievement by an Individual (eg application of existing technology)
- Technological Achievement by a Group (eg adaptation of existing technology)

Consideration will normally only be given to individual or corporate members (paid up at the time of the award), unless nominated by 3 individual and independent members, or 2 (alternate) corporate members. Consideration for work undertaken outside the Australasian area or specific region will only be given to an individual AHS member or corporate AHS member based in the Australasian region. Where appropriate, group recognition will normally be given to a specific department or element within a corporate member.

d. Industry Achievement

Awarded annually to corporate members for promoting the pursuit of innovation, the application of technology and the management of an industry in hydrography or

related operations. Regions will eventually recognise achievement in the following categories:

- Industry Achievement – Public Sector
- Industry Achievement – Private Sector

In the interim, the Australasian Branch will recognise sub-categories for small and large operations. Consideration will only be given to AHS corporate members (not necessarily headquartered in Australasia), but with operations being undertaken in or from the Australasian region. If separate operations are undertaken in different regions by one corporate member, separate recognition will be considered in those regions (ie it is possible for a corporate member to be awarded regional recognition in one or more regions).

Corporate members are able to nominate themselves, pending such nomination is succinct; though preference will obviously be given to nominations with supporting documentation or references from independent individual or corporate members (eg product or system users).

e. Corporate Achievement

Awarded annually to groups for excellence in the application, history, dissemination or technological development of hydrography or related sciences. This will generally be consider for work over an extended period, but may be considered for highly notable achievement in a shorter period. When appropriate, Regions will recognise work in the following sub-categories. The Branch will grant separate awards in each sub-category for small business and major industry, in both private and public sectors.

- Achievement in Hydrography (eg group field work or rendering of surveys)
- Achievement in (related) Operations (eg port operations by a group)
- Achievement in (related) Support (eg administration or training of hydrography)
- Achievement in (related) Engineering (eg system maintenance by a group)

Consideration will normally only be given to members, unless nominated by 3 individual or 2 (independent) corporate members. Consideration for work undertaken outside the Australasian region will normally only be given to an AHS member.

f. Environmental Achievement

To be awarded periodically (but not more than annually), for excellence in the application of hydrographic or related systems towards the preservation of the environment. Sub-categories include:

- Environmental Achievement by an Individual
- Environmental Achievement by a Group

The regions will eventually recognise work by a group or individual not more than annually; while the branch will recognise achievement by both a group and an individual not more than annually. Recognition will be open to non-members, but they must be nominated by an individual or corporate member.

g. Maritime Safety Achievement

To be awarded by the Branch as occasion requires, for promoting the highest degree of safety that can be achieved by (or for) the application of hydrography and related sciences. Sub-categories include:

- Achievement in Maritime Safety by an Individual
- Achievement in Maritime Safety by a Group

Recognition is open to non-members, but they must be nominated by an individual or corporate member.

h. Information Management Achievement

To be awarded annually for promoting the broadest correlation or dissemination of current or historical information between those engaged in hydrography and related sciences. Sub-categories include:

- Information Management by an Individual
- Information Management by a Group

Consideration will normally only be given to members, unless nominated by 2 individual or 1 (independent) corporate members. Consideration for work undertaken outside the Australasian region will normally only be given to an AHS member. Both the regions and branch will recognise individual and group achievement.

i. Literary & Media Achievement

Literary Achievement: To be awarded annually for the best promotion of hydrography or related sciences through the publication of a book, papers or articles. Sub-categories include:

- Literary Achievement (Non-Fiction)
- Literary Achievement (Fiction or Historical Adaptation)
- Literary Achievement (Professional Paper)
- Literary Achievement (Published Article)
- Literary Achievement (Other Media) (eg website article)
- Literary Achievement (by a Group or Publisher)

Media Achievement: To be awarded annually for the best promotion of hydrography or related sciences through the release of films, documentaries, websites or other media. Sub-categories include:

- Media Achievement (Film)
- Media Achievement (Television)
- Media Achievement (Documentary)
- Media Achievement (Website)
- Media Achievement (Other Media) (eg radio or infomercial)
- Media Achievement (by a Group or Producer)

Initially, these will be specifically open to non-members (noting the absence of authors, producers and the like in the current membership), however, pending nomination by an Australasian member. While wishing to avoid any analogy to other media awards, it may be appropriate in the future to publish nominations by e-mail for some categories and seek a vote by the entire membership. Voting protocols may need to be modified if a publishing group were to become a corporate member and sponsor a large number of individual memberships within its ranks.

The branch (and eventually the regions) will grant recognition in all categories, though regions would normally be limited to literary or media achievement specific to the region. Nominations will be considered by the Branch for work produced outside Australasia, pending its relevance to the area. Awardees will normally be informed by letter (from the Honorary Secretary) and presentation made separately to other awards, for example, by mail. Notwithstanding, it may be appropriate to invite some awardees to regional or annual meetings to speak on their work and receive their award.

j. Exhibition Achievement

To be awarded annually to corporate members, for the best promotion of hydrography or related sciences through an exhibition or symposium display. Sub-categories are:

- Exhibition Achievement by a Public Organisation (eg a maritime museum)
- Exhibition Achievement by a Major Industry
- Exhibition Achievement by a Small Business

Consideration will normally only be given to paid-up corporate members having operations in or from the Australasian area; with the possible exception being a display by a non-profit Public Organisation such as a school.

k. Service Achievement (to the Australasian Hydrographic Society)

To be regarded as the Society's second highest form of recognition (after Emeritus Membership), these will be awarded annually for the promotion of values and excellence-in-support to the Australasian Hydrographic Society and its Regions. Service Achievement will be recognised separately for both individual and group work in the following sub-categories:

- Service Achievement (Operations) eg committee or symposium work
- Service Achievement (Administration) eg secretariat or co-ordination effort
- Service Achievement (Promotions) eg promotion of society activities
- Service Achievement (Logistics) eg for accounting, budgetary or legal support
- Service Achievement (Contribution) eg for the provision of resources

These will be restricted to members only. Nominations will only be considered from an individual or corporate member other than the nominee. Both regional and branch awards will be considered. The Board of Selectors for the branch will be encouraged to seek advice from Regional committee members as to worthy nominations. Particular consideration will be given to those who by their efforts have promoted the broadest inclusion of interested parties and the society's charitable values.

l. President / Chairman's Certifications of Appreciation

To be awarded as the occasion requires, to both members and non-members for excellence-in-support to the Australasian Hydrographic Society or its Regions. Sub-categories are as follows:

- President's Certificate of Appreciation (for support of the AHS as a whole)
- Chairman's Certificate of Appreciation (for support to a Region of the AHS)

These exist to allow recognition of support by individual or corporate members that would not otherwise be covered by a Service Achievement Award. They also exist to provide formal recognition to individuals or groups (who do not hold membership), but who have provided support to the society. These will be at the discretion of the President or Regional Chairmen respectively, cognisant that their use should be reasonably limited. This is particularly the case for members who, by virtue of their membership, are eligible for other forms of recognition or consideration within the scheme.

m. Education Award Scheme

To be awarded under the existing statutes and requirements of the society's constitution. This will remain the society's only financial form of recognition.

10. It is again emphasised that this is the broad scope of where the AHS may wish to recognise achievement. The extent and timing of adopting such a scheme will obviously be proportional to administrative burden and resources. Notwithstanding, the benefits to existing corporate and individual members are significant, and the options for attracting broader membership considerable. The selection criteria, like those of many other schemes, intentionally avoid being too prescriptive; on the basis of simplicity and allowing flexibility.

Nomination Process

11. Nominations are to be made using the standardised format in order to keep nominations succinct. A nomination form is attached to this document. In most categories nominators will be required to give referees and encouraged to provide supporting documentation and references (within reason). Initially the forms will be made available on the appropriate websites. In the future it can be expected that nominations will be lodged electronically. The content of all nominations will be private & confidential, with the exception that if successful, the nominator will have to agree to the information being made available for publicity purposes, and that their name be published as the nominator.

12. To avoid duplication, all nominations are to be forwarded to the Honorary Secretary of the AHS. The Secretary (or designate) will establish if they were eligible for either regional or branch recognition in addition to checking the following:

- That the nomination form has been filled out appropriately
- That the nominee's membership status is current, where required
- That the nomination is not duplicating other recognition
- The specific eligibility (rather than merit) of the nomination

13. Any doubts about the eligibility of a nomination are to be referred to the AHS Executive Committee. The committee will reserve the right to change the category of a nomination and advise the nominator accordingly, noting that the regions are all represented on that committee. In the case of regional awards, the nomination form and any supporting documentation will then be forwarded to the regional committee for deliberation. For reasons of cost and consistency, appropriate certificates of recognition will be made available to the regional committee by the Secretary of the AHS. In cases where regional recognition is appropriate, but the regional committee is unavailable or inactive, the nomination will be forwarded to the Board of Selectors of the AHS for deliberation, along with all nominations for Branch recognition.

Judging Process

14. The actual merit of Australasian nominations will be assessed by a Board of Selectors. The Board would be made up of a representative from each region (appointed by their regional committee) and a chairman appointed by the AHS Executive Committee. Members of the board would be selected for their appropriate expertise and as such would not necessarily be members of the society. Where a region is unable to provide a representative, the AHS Executive Committee will appoint a suitable board member to represent the region's interests, in consultation with the region's members.

15. Under the current configuration of the Australasian society (with two Australian and one New Zealand region), to ensure no perception of imbalance, the New Zealand region will be expected to provide the Chairman of Selectors. This will be reviewed if new regions were established. To ensure due probity, appointment to the board will be by invitation of the elected regional or branch committees, rather than by direct election in the region. Where members of the board are under consideration for an award themselves, they will be expected to exclude themselves from deliberating on that particular award. Noting that membership of the Board of Selectors is a voluntary activity, in the event that the number of nominations becomes administratively prohibitive to process in a particular year, the Board has the right to defer consideration of a nomination to allow more time to consider it; or to allow more comparative nominations to be accumulated. Any uncertainties are to be referred to the AHS Executive Committee.

Selection Criteria

16. In assessing the merit of a nomination for an award, the Board of Selectors will be expected to use the published values of the AHS as a guide. Board members will deliberate by e-mail and while leaving the selection process up to the discretion of the Chairman and Members of the Board, the President of the AHS will reserve the right to appoint a fifth non-voting / non-deliberating member to assist in ensuring the actual process remained equitable. The President is not eligible for any award under the scheme. However, to ensure other members do not feel excluded when volunteering for the branch or regional committees, any individual member of the society may nominate a member of a committee or indeed the board of selectors, forwarding the nomination directly to the President of the AHS where appropriate. These would be on-forwarded to selectors other than the nominee. Committee members so nominated would be expected to exclude themselves from any direct deliberation of an award for which they were nominated.

17. Once awardees have been decided by the Board and subsequently endorsed by the AHS Executive Committee, the “the decision of the judges will be final”. Nominators are expected to acknowledge this when first submitting a nomination. All deliberations by the Board of Selectors and the Executive Committee will remain private & confidential. In the case where the Board of Selectors are unavailable and for simplicity in deciding some awards, the Executive Committee reserves the right to nominate and approve an award directly.

18. As the AHS does not desire the “hype” associated with some award schemes, awardees will normally be advised in writing prior to presentation of an award. Unsuccessful nominations may be nominated in subsequent years.

19. While the selection process may seem complex, electronic communications and the fact the committees are fairly small and closely associated makes the process relatively easy. The guiding principles for the scheme are that it be fair, equitable and credible.

Award Options

20. Initially, awards will consist of a Certificate of Recognition, professionally printed on parchment paper, with the embossed logo of the Australasian Hydrographic Society. For reasons of cost, the certificates will be common for both regional and branch awards, noting in the subsequent text what the award was for and whether for regional or AHS achievement. The certificates will be signed by the Regional or Branch Committees as appropriate. An example is attached to this document.

20. Pending interest expressed in sponsoring the awards, the certificates will be supplemented by a plaque for group awards and a boxed medallion for individual awards. Consideration may be given to a discrete lapel pin (such as a small quadrant) for individual award recipients at a later stage. Medallions will have the logo of the AHS on the obverse side and an abbreviated wording of the certificate engraved on the reverse side. For reasons of equity and credibility, sponsors logos will not be accepted on any of the actual awards themselves.

Budget

21. The budget for the scheme will be determined by the AHS Executive Committee annually and published at the Annual General Meeting.

22. The quality (and hence cost) of plaques and medallions can vary significantly, their introduction will be proportional to sponsorship.

Operations & Schedule

23. Operation of the scheme will consist of the following actions annually:

End-Apr	Advertise ASP to public (website, etc) and call for nominations
Mid-May	Board of Selectors meets
End-July	Certificates (blank) produced
End-September	Nominations close (5 months after opening)
Start-October	Board of Selectors commence final deliberations (for 6 weeks)
Mid-November	Awards finalised and certificates printed

Mid-November Majority of awardees formally advised
Star December Awards presented

24. Sufficient flexibility will be allowed so that for any unforeseen circumstances the Board of Selectors and Executive Committee have the opportunity immediately prior to the AGM to finalise, amend or reprint awards. Where appropriate, specific awards will be made at appropriate regional meetings and the like.

Summary

25. The awards scheme has been an accepted part of our Strategic Business Plan for some time, and provides the following benefits:

- A strong mechanism to promote hydrography and related sciences
- A strong means to promote the values of the Australasian society itself
- An excellent means to promote visibility and involvement in our industry
- Greater benefits to corporate membership
- Greater meaning to individual membership
- A substantial means to promote recruitment, particularly of corporate membership



Paul Hornsby
President
Australasian Hydrographic Society

Attachments:

1. Nomination Form
2. Award of Recognition (sample)



Australasian Hydrographic Society
Awards Scheme – Nomination Form

This form is to be used for nominating an individual or group to receive formal recognition under the AHS's Awards Scheme. The categories, selection process and eligibility criteria are available by writing to The Honorary Secretary of the AHS, or from the society's website. If you are uncertain as to the appropriate category, this field may be left blank. Fields marked with an asteric (*) are compulsory for individual nominations. Fields marked with # are compulsory for group nominations.

I / we would like to nominate:

Title (or Group Name) #

First Name *

Middle Name

Surname*

Address

Suburb

State *#

Postcode

Telephone

E-mail

Category (if known)

In what role(s) or area(s) has the nominee excelled?
(Please write 100 words or less if category known)

How has the nominee demonstrated excellence or service worthy of recognition?
(Please write 100 words or more)

How has the nominee's contribution been recognised elsewhere?
(Please write 100 words or more)

What supporting documentation or references are attached?

Nominator's Contact Information

Title (or Group Name) #

First Name *#

Surname*#

Address

Suburb

State *#

Postcode

Telephone (work)

Telephone (home)

E-mail *#

Membership Number *#

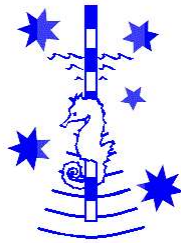
Referee(s) Information

Title (or Group Name) #	<input type="text"/>
First Name *#	<input type="text"/>
Surname*#	<input type="text"/>
Address	<input type="text"/>
Suburb	<input type="text"/>
State	<input type="text"/>
Postcode	<input type="text"/>
Telephone (work)	<input type="text"/>
Telephone (home)	<input type="text"/>
E-mail *	<input type="text"/>
AHS Membership Number	<input type="text"/>

Acceptance Clause:

I / we nominate the candidate listed above and agree to have my / our name published as the nominator in the event the candidate is successful, and for the information provided to be used by the Australasian Hydrographic Society for publicity purposes associated with the AHS Awards Scheme.

Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>



Australasian Hydrographic Society

Award of Recognition

This to certify that the Executive Committee, Board of Selectors and Members of the Australasian Hydrographic Society are pleased to hereby recognise:

HighTech Engineering

for

Industry Achievement

In promoting the pursuit of innovation, the application of technology and the management of an industry in hydrography or related operations. By their actions, the recipient has upheld the values for which the Society stands.

Signed,

This day, the 24th of November 2003

Chairman of Selectors

Honorary Secretary

President