

Medals & Prizes Delegated Judging Panels Terms of Reference

Delegated Authority

By-Law 91 Regs 5,6,7	The Board may delegate any of its powers (other than the power to borrow money) to standing or special committees of the Board consisting of members (Voting or Non-Voting) provided that the chairman of such a committee is a Voting member.
By-Law 91	Board of Trustees > Learned Society Committee > Medals and Prizes Committee > Delegated Judging Panels

Purpose

To assess the nominations received for IChemE's delegated medals and propose a recipient for the medals for confirmation by the Medals and Prizes Committee.

Duties

1. Scrutinize nominations received and assess them against an agreed set of criteria
2. Supply the IChemE Medals and Prizes Committee with recommendations and justification for award recipients
3. Periodically review the delegated medals and make recommendations for improvement
4. On request, provide feedback to IChemE regarding the general standard of nominations assessed
5. The panel's chair or their nominee shall also serve on the Medals and Prizes Committee

Membership

Where a medal is linked with a relevant Special Interest Group (SIG), the SIG may set up a delegated judging panel or have the medal judged by the full SIG Committee. Where a SIG Committee chooses to judge without the use of a delegated judging panel, these terms of reference shall still apply, except the section on Membership.

The judging panels are made up of people with expert knowledge of the relevant subject area and whenever possible members of IChemE. It should contain at least one current committee member of the aligned SIG, if there is one.

Approved 14 May 2024 by Learned Society Committee

The Judging Panel Chair shall be confirmed by IChemE staff in consultation with the Chair of the Medals and Prizes Committee. Judging Panel Members are appointed by IChemE staff in consultation with the relevant Judging Panel Chair.

The term of service is three years and can be renewed once.

At intervals of normally every three years, the delegated judging panels should review their judging criteria, their succession plans for their chair, and the membership of the panel (taking account of the activity of each of the judges and the diversity of the panel). If a judge has not been able to contribute to the chair's satisfaction for a period of more than one year they may be invited to retire. Judging panels should at all times include both male and female members and members resident in more than one country. When a medal is judged by a SIG committee rather than a delegated judging panel, it may invite guest members to meet these criteria if necessary.

Meetings

The Delegated Judging Panels will carry out their work on an annual cycle to coincide with the overall timetable for the medals and prizes judging process. Their work will normally be coordinated and carried out using online platforms, but the Chair may convene a meeting to discuss the final recommendation if desired,

Apparent or potential conflict of interest should be announced by a member at the beginning of any meeting, in line with IChemE's Conflicts of Interest Policy. A judging panel member announcing such a conflict should abstain from analysis and voting on that specific nomination but may complete scoring for all the other nominations.