

Draft Criteria and Process for GEO Awards

This document is submitted by the Awards Subgroup to the Programme Board for decision.

1 AWARDS PROCESS

The GEO Awards Process is described below. The process is run by the Awards Subgroup of the Programme Board, whose duties are laid out in their terms of reference (see Annex A).

1. Calls are written between January and April by the Awards subgroup, in conjunction with the GEO Secretariat.
2. Calls are placed by the GEO Secretariat on the GEO website in the May timeframe.
3. The text of the call is public, and follows the format provided in Annex B, with dates modified yearly.
4. Nominations are screened by the GEO Secretariat for compliance and placed in a folder for the Subgroup to access.
5. After the nomination period has passed, Awards subgroup members assess any potential conflict of interest and notify the Awards subgroup Chair of such conflict.
6. The Awards subgroup Chair assigns reviews among Subgroup members so that either 1) everyone assesses all nominations, or 2) Awards subgroup members are assigned nominations such that each nomination receives at least 4 reviews.
7. Subgroup members use the form developed in 2019, and approved by the Programme Board, for evaluating the nomination packages. (see Annex C)
8. All reviews are sent to the Awards subgroup Chair by the designated time frame (usually 2 weeks), and the Awards subgroup Chair compiles the scores (see Annex D) and statistics (see Annex E).
9. Awards subgroup members meet via teleconference to discuss the compiled scores, assure the review criteria have been applied consistently and fairly, and review the “gender, geographic, and generational” representation, and any other issues. If necessary, packages are re-reviewed and a follow-up telecon is held.
10. Once consensus is reached, the Programme Board co-chairs are notified of the winners so that arrangements can be made for the Plenary presentation.
11. Reports are prepared for the Programme Board and recommendations are made.
12. As necessary, as new awards are developed, forms and other details are adjusted as appropriate.

Annex A

Awards Subgroup Terms of Reference

PURPOSE

The Awards Subgroup is convened in response to the desire to recognize exemplary ongoing efforts of the members of the GEO community in convening expertise across numerous disciplines, nurturing communities and mobilizing common action, promoting broad and open data policies, and generating tangible results that allow for sustained Earth observation information for the benefit of humankind. The Subgroup will oversee the development, evaluation, and recognition of such efforts.

DUTIES

- Develop award categories and descriptions that support inclusiveness, the GEO principles, and the GEO Work Programme.
- Develop selection criteria consistent with inclusiveness, GEO principles, and support for the GEO Work Programme.
- Conduct periodic calls for nominations in support of the award categories.
- Develop and periodically revise (as needed) review criteria for nominations.
- Establish the eligibility rules for nominees.

EXPECTED DELIVERABLES

- Release of Annual Awards Call.
- Recommendation of winners based on review criteria.
- Periodic reports to the Programme Board and the Executive Committee.

MEMBERSHIP

Participation in the Awards SG is open to all Programme Board member representatives, as well as to other individuals nominated by GEO Members, Participating Organizations and Associates.

Annex B

Example Award Call Text (from 2020)

The accomplishments for the recognition must have occurred in the period since 2015. Up to three Individual Excellence Awards will be awarded in 2020.

The Award Committee will use the following criteria to select finalists:

1. Accomplishment demonstrated by a concrete and measurable impact in the past five (5) years, such as: a new sustained community organized; social and economic benefits to citizens and countries; impact on policies through EO-related discussions; specific EO language taken up and sustained in new fora; efforts that have resulted in increased involvement in EO-related initiatives with specific attention to diverse representation including youth, gender and geographic inclusion; progress by a community/Flagship/Initiative to develop new products, procedures or policy relevant research.
2. Innovation in style or approach to tackling challenges.
3. Nominee's efforts are consistent with GEO's core values and principles.
4. Regional and gender balance among awardees will be considered.

NOMINATION GUIDELINES:

- Nominations will be made using a nomination form [accessed here](#).
- The main element of the nomination is a maximum 2-page write-up detailing why the candidate deserves this recognition, the importance of the nominee's effort described in terms of impact observed, and a brief CV of the nominated person. The nomination should address as many selection criteria as possible, as substantively as possible.
- The primary sponsor of the nomination will secure support from at least two additional co-sponsors. These sponsors may be contacted by the Awards Committee during the review process to seek clarification and other necessary auxiliary information related to the nomination.
- Nominations for GEO awards are not automatically renewed for the subsequent year. Nominees who do not get selected can be re-nominated in the next year.
- To increase diversity in the group of GEO awardees, we encourage sponsors to consider gender, geographical and generational representation when nominating candidates for the Individual Excellence Awards.
- Nominations must be submitted electronically to awards@geosec.org and must include two documents: 1. Completed Nomination Form and 2. Full CV of the nominee.

WHO CAN NOMINATE?

Anyone in the GEO community can nominate individuals for the awards.

WHO CANNOT NOMINATE?

To avoid conflict of interest, members of the Award Committee cannot submit nominations or act as co-sponsors.

WHO CAN BE NOMINATED?

Individuals involved in the GEO Work Programme activity currently, or past contributors who do not have any other conflict of interest may be nominated.

WHO CANNOT BE NOMINATED?

- Awards Committee
- GEO Secretariat
- GEO Executive Committee members
- Programme Board members

FREQUENCY OF AWARDS

People can only win an award in a given category once every 3 years.

TIMELINE

- Call for nominations will be published on GEO website on June 15, 2020
- Nominations Submission Deadline – August 31, 2020
- Finalists selected and notified – October 2020
- Award Ceremony – (To be determined. Depending on COVID-19 restrictions, it may be held virtually).

Annex C Review Sheet

Nominee: _____

Criteria: Please rate the effectiveness of the criteria on a scale of 1 – 5, with 1 being least effective and 5 being most effective.

1. Accomplishment demonstrated by concrete impact, such as a new, sustained community organized; EO-related discussions or language taken up and sustained in new fora; youth involvement in EO-related initiatives; persistently working on day-to-day tasks to enable progress by a community/Flagship/Initiative.

Rating (1 - 5): _____

Please provide supporting commentary for your rating.

2. Innovation in style or approach to tackling challenges.

Rating (1 - 5): _____

Please provide supporting commentary for your rating.

3. Nominee's efforts are consistent with GEO's core values and principles.

Rating (1 - 5): _____

Please provide supporting commentary for your rating.

Total Rating: Please add the ratings for items 1 through 3. _____

Reviewer: _____

Date completed: _____

Annex D Sample Review Compilation

	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Total	Avg
Nomination 1	9	1	0	0	10	2.5
Nomination 2	11	7	8	9	35	8.75
Nomination 3	14	11.5	11	15	51.5	12.875
Nomination 4	12	14.5	14	15	55.5	13.875
Nomination 5	12	9	15	12	48	12
Nomination 6		8.5	12	12	32.5	10.83333333
Nomination 7	8	0	0	0	8	2
Nomination 8		10.5	11	11	32.5	10.83333333
Nomination 9	11	13.5	10	10.5	45	11.25
Nomination 10	13	11	14	13	51	12.75
Nomination 11	11	10.5	9	9	39.5	10.16666667
Top 3	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4		
	Nomination 3	Nomination 4	Nomination 5	Nomination 3		
	Nomination 5	Nomination 9	Nomination 10	Nomination 4		
	Nomination 2	Nomination 3	Nomination 4	Nomination 5		
	Nomination 11		Nomination 6	Nomination 10		
*where there are ties, the names are in alpha order						
Placement by person (Reviewers 1 - 4)						
	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4		
Nomination 1	8	10	10	10		
Nomination 2	4	9	9	8		
Nomination 3	1	3	5	1		
Nomination 4	5	1	2	1		
Nomination 5	2	7	1	3		
Nomination 6	10	8	4	5		
Nomination 7	9	11	11	10		
Nomination 8	11	5	6	6		
Nomination 9	6	2	7	7		
Nomination 10	3	4	3	3		
Nomination 11	7	5	8	8		

Annex E Nomination Statistics

NOMINATIONS IN 2019

- Total nominations received: 20.
- Disqualifications: 8.
 - Insufficient number of sponsors
 - Non-genuine nominations, e.g., job requests, resumes.
 - No connection to GEO Work Programme.
 - Group nomination
 - Nomination from an ineligible group
- Total nominations evaluated: 12
- Nominee gender: 9 men, 3 women.

Region	Nominees	Sponsors
Africa	0	0
Americas	5	19
Asia-Oceania	3	11
CIS	0	0
Europe	4	17
Total	12	47

NOMINATIONS IN 2020

- Total nominations received: 11.
- Disqualifications: 1.
 - Insufficient number of sponsors
- Total nominations evaluated: 10.
- Nominee gender: 9 men, 2 women.

Region	Nominees	Sponsors
Africa	0	3
Americas	4	9
Asia-Oceania	3	11
CIS	1	1
Europe	2	11
Total	10	35