

Hydrography Commission



Hydrographic Excellence Award Guidelines and Selection Process

All nominations will be assessed by members of the Hydrography Commission's (HC) Hydrographic Excellence Award (HE Award) Committee in accordance with the following guidelines.

Committee Selection Process

- The HE Award Committee (Committee) Chair will convene a face-to-face (F2F) or a teleconference meeting of Committee members as soon as practical after the closing date of **30th September** each year (nominally by mid November).
 - Depending on the number of nominations received, engaging the Committee may also be undertaken by email if this will achieve the aim of developing an order of merit in a timely manner.
- The Committee will review and rate all nominations received. The Chair may seek external support from other HC National Committee members for particular nominations/submissions where additional expert input is required.
- The Committee will then determine an order of merit and from this, a final recommendation as to the preferred recipient (in line with the HE Award selection criteria).

Advice to the National Committee

- The Committee Chair will advise the wider HC National Committee membership of the successful award recipient (or conversely, the reasons for the award not being presented for the year) either at the next HC National Committee face-to-face (F2F)/teleconference meeting or 'out of session' by email.

Presentation of Award Process

- Under the direction of the Committee Chair, the Committee will commence the process to organise the presentation of the award which will normally include the following arrangements:
 - purchasing the award trophy(s);
 - drafting the award citation;
 - drafting the congratulatory letter from the HC National Committee Chair; and
 - drafting appropriate articles for Position magazine, GeoMessage, Hydro International etc.

HE Award Committee Actions and Leads

The following specific actions will be taken by the Committee to facilitate a seamless award process and presentation each year.

Action	Committee Lead	Comments
Confirm SSSI reimbursement provisions remain in place for presenting the HE Award annually	Chair	Confirm annual HE Award budget appropriation with the HC National Committee Chair. ¹ Confirm SSSI reimbursement provisions remain in place for all reasonable expenses incurred against the HE Award budget line item.
HE Award Trophy(s)	Chair (or designated Committee member)	Purchase HE Award trophy(s) (forward purchase/payment receipt to the Committee Chair). Note. If awarded to a team, trophies will be procured for each team member’s parent organisation.

¹ To be confirmed at the first face-to-face HC National Committee meeting of the calendar year when the budget for the next FY is discussed.

Action	Committee Lead	Comments
HE Award Citation	Chair & Committee members	Draft HE Award citation – draft to be reviewed by the Committee. Committee Chair to arrange for citation to be signed by SSSI President and HCNC Chair ahead of/prior to award presentation. Signed citation to be retained by the Committee Chair ahead of presentation.
HE Award Congratulatory Letter	Chair (or designated Committee member)	Draft congratulatory letter(s) and arrange for signature by the HC National Committee Chair. Arrange for the signed letter(s) to be sent to the recipient/recipient's parent organisation with the details of proposed presentation intentions/timings.
HE Award Recipient's Address	Designated Committee member	Postal address(es) to be confirmed by the Committee Chair to assist in drafting HE Award correspondence.
Presentation Event Information	Chair (or designated Committee member)	Obtain details of appropriate presentation event, venue, date and point of contact (POC). Arrange for the HE Award to be presented to the individual/team representative at this event.
Forward HE Award Package	Chair	Package award(s) (ie. trophy and citation). Contact event presentation POC to discuss presentation arrangements. Send award package(s) to event POC for presentation to the individual/team representative (or retain for presentation at the next HC National Committee F2F meeting/suitable HC-sponsored event).
Claim HE Award Reimbursement	Chair	Collate all HE Award-related receipt(s). Submit receipts to the SSSI Treasurer (through HC National Committee Treasurer) for SSSI reimbursement (against HC annual budget line item).

Action	Committee Lead	Comments
Position, GeoMessage and Newsletter article	Designated Committee member	<p>Draft a short article (including images where possible) regarding the HE Award presentation.</p> <p>Article(s) to be reviewed by HE Award Committee.</p> <p>Publish article through HC National Committee Communications representative (ideally in Position magazine and GeoMessage and potentially in other publications such as Hydro International).</p>
<i>Additional Actions to be Considered</i>		
Assist the Successful HE Award Recipient's Nomination for Other Awards	Chair	<p>If requested, assist the original nominating person/party in submitting an independent nomination for any other hydrography-related/spatial science award, including the:</p> <ul style="list-style-type: none"> • the Asia-Pacific Spatial Excellence Awards (APSEA); and • any Australian Petroleum Production & Exploration Association (APPEA) award. <p>Provide relevant supporting documentation (eg. letter or support, confirmation of receiving HE Award etc).</p>

HE Award Work Flow

