

## **Canadian Award for Telecommunications Research**

### **Award Procedures**

1. Scope of award. The Canadian Award for Telecommunications Research (CATR) is awarded biennially, recognizing distinguished contributions made by an individual in Canada to research in the field of telecommunications.
2. Definitions.
  - a. Conflict of Interest: A conflict of interest exists for anyone who has a personal or professional interest in the outcome of the award competition; has a personal or professional relationship with one of the award candidates; or has a direct or indirect financial interest in the award. For clarity:
    - i. Individuals who have been in a supervisor-trainee relationship are in conflict of interest for life.
    - ii. Research collaborators are in conflict of interest if the collaboration is ongoing, or occurred within the last six years.
    - iii. A “relationship” may include, for example, a serious dispute or a notable history of animosity.
  - b. Arm’s Length Referee: An arm’s length referee is a referee who has no conflict of interest with the candidate.
3. Criteria.
  - a. Candidates shall have an outstanding record of contribution to research. The following types of contributions may be considered, with equal precedence:
    - i. Original, peer-reviewed research contributions, including but not limited to journal papers and conference papers;
    - ii. Industrial research contributions, including but not limited to patents; and
    - iii. Expository work, including but not limited to survey papers and textbooks.Service contributions to the research community are not sufficient to satisfy this requirement.
  - b. In weighing the significance of research contributions, higher weight is given to the candidate’s own research contributions, and lower weight to contributions by the candidate’s collaborators or trainees.
  - c. Candidates shall have made most of their research contributions while working in Canada. For clarity, work performed in Canada for a non-Canadian company satisfies this requirement. Canadian citizenship, by itself, is neither necessary nor sufficient to satisfy this requirement.

- d. Officers and directors of the CSIT are ineligible for the award during their term in office.
- e. The CATR shall not be given posthumously, except in the case where the recipient dies between the announcement of the award and the award ceremony.

#### 4. Award committee.

- a. The award committee shall carry out all the tasks involved in awarding the CATR. The award committee is responsible to the CSIT Board of Directors (the "Board").
- b. The award committee shall consist of at least 5 people, including:
  - i. The president of CSIT (who chairs the award committee);
  - ii. The secretary of the CSIT (who is responsible for documents and record-keeping related to the award); and
  - iii. At least one former recipient of the CATR.
- c. Other community members who do not fit into the above categories may also serve on the awards committee.
- d. Currently serving officers and directors of the CSIT may not form a majority of the awards committee.

#### 5. Award procedure.

- a. The CATR will be awarded biennially, in odd-numbered years. Exceptions must be approved by the Board.
- b. At least nine months prior to the expected award, the president of the CSIT will nominate the award committee. The composition of this committee must be approved by the Board.
- c. Immediately after the award committee is struck, nominations for the award will be solicited. The award committee will work to ensure that the pool of candidates is as diverse as possible. Self-nominations are acceptable. The deadline for nominations will be at least five months prior to the expected award.
- d. Nominations will consist of:
  - i. A detailed CV for the candidate;
  - ii. Letters from at least three arm's length referees;
  - iii. A written statement summarizing the candidate's accomplishments, putting them in the wider context of contemporary research.
- e. All nomination materials, including the names of the candidates, will be held in strict confidence by the award committee and the Board.
- f. The award committee may nominate additional candidates.
- g. Committee members will disclose all actual or possible conflicts of interest via the Chair to the entire committee. The committee shall determine (by consensus or majority vote) whether a conflict exists

and actions to be taken in response. A member who is required to withdraw due to conflict of interest may resume their duties if the candidate causing the conflict is no longer in consideration.

- h. The award committee will review all candidates in detail. The award committee may solicit additional references or information concerning any candidate.
- i. At least three months prior to the expected award, the award committee will recommend a recipient of the award. (If no suitable candidates are found, the award committee may recommend that no award be made.) The award committee's recommendation must be approved by the Board, and once approved, the recipient of the award may be announced (for example, on the CSIT web page).
- j. The award committee will prepare a suitable memento, which will normally be a medal, for the award recipient, and will arrange for the recipient to receive the award at a conference organized by the CSIT. This will normally be the Canadian Workshop on Information Theory.