

THE PROFESSIONAL INSTITUTE OF THE PUBLIC SERVICE OF CANADA

PRESIDENT'S ACHIEVEMENT AWARD

NOMINATION FORM

The President's Achievement Award recognizes an individual who has demonstrated a high level of commitment in promoting professionalism and/or an outstanding achievement in the Nominee's profession.

This Nomination Form should be read and used in conjunction with PIPSC By-Law 26.8, Regulation 26.8 and the PIPSC President's Achievement Award Nomination Guidelines.

Criteria to be Applied

1. To be eligible for this award, a Nominee must be, or have been a member of the Institute in good standing, and employed in a classification represented by PIPSC.
2. The achievement being recognized must have been performed while the Nominee was a member of the Institute.
3. The Nominee must have demonstrated a high level of commitment in promoting professionalism and, meet at least one of the following criteria:
 - a contribution of exceptional professional dedication under extraordinary circumstances or exceptional contribution in professional team building, management practices or client relations and service;
 - successful completion of a project, the results of which reflect a high order of merit;
 - an outstanding, unique achievement, innovation, or trend-setting initiative in the nominee's profession.
4. Any individual or group may nominate any eligible person. Previous nominations for this award may be resubmitted.
5. Achievements within the previous two (2) years will be given greater weight in the selection process.
6. The Nomination Form must be completed as thoroughly as possible and should not exceed three (3) pages (incomplete nominations will be returned to the Nominators for completion or will not be considered).
7. Supplemental information in support of the nomination may be attached to the completed Nomination Form. As supporting documentation will not be returned, original papers

and/or publications should not accompany the nomination. A list of papers and publications is acceptable.

8. The completed and signed Nomination Form must be received by the Institute **no later than August 14, 2015 at 5 p.m.** (Ottawa Time).

Nominee for the President’s Achievement Award

Name: _____

Check where applicable:

Regular PIPSC Member _____ Retired PIPSC Member _____

Group: _____ Region: _____

Current Employer: _____

Current Position: _____

- A. Provide a concise summary, in non-technical language, of the Nominee’s achievement, including its significance and value to the profession and/or professionalism (provide dates). Achievements within the previous two (2) years will be given greater weight in the selection process.**

- B. Provide evidence of the Nominee’s qualifications, such as paper or papers, and relevant work history.**

- C. Provide the names, addresses and positions of at least two (2) qualified references.**

	Name	Email Address	Position
1			
2			
3			

D. Preparation of a Citation (optional and not included in the number of pages)

The Nominators may prepare a brief citation that may be used if and when the President’s Achievement Award is presented to the Nominee.

E. Nominator(s): Any individual or group may nominate any eligible person.

Name of Individual(s) or Group Members	Phone Number	Email Address	Signature	Date

Thank you for submitting this nomination. The Lead Nominator will be contacted if further information is required by the Awards Panel.

The completed and signed Nomination Form must be received by the PIPSC Executive Secretary **no later than August 14, 2015 at 5 p.m. (Ottawa Time).**

The mailing address is:

The Executive Secretary
The Professional Institute of the Public Service of Canada
250 Tremblay Road
Ottawa, Ontario K1G 3J8

Nominations may also be sent by email to Institute_Awards@pipsc.ca or by fax at the following number: 1-800-465-7477.

PRESIDENT'S ACHIEVEMENT AWARD

DEADLINE: August 14, 2015 at 5 p.m. (Ottawa Time)

BY-LAWS AND REGULATIONS

BY-LAW 26 INSTITUTE AWARDS AND RECOGNITION

26.8 President's Achievement Award

26.8.1 Basis of Award Each year, a President's Achievement Award may be awarded to an individual who has demonstrated a high level of commitment in promoting professionalism and, who meets at least one of the following criteria:

- a) a contribution of exceptional professional dedication under extraordinary circumstances or exceptional contribution in professional team building, management practices or client relations and service;
- b) successful completion of a project, the results of which reflect a high order of merit;
- c) an outstanding, unique achievement, innovation, or trend-setting initiative in the nominee's profession

26.8.2 Eligibility Recipient of the award shall be an individual currently or previously employed in a classification represented by PIPSC. The recipient must be a member in good standing and the achievement being recognized must have been performed while the recipient was a member of the Institute.

26.8.3 Rules The Rules governing the award shall be formulated by the Board and included in the Regulations. **AGM 2008 (e)**

R26.8 President's Achievement Award

R26.8.3 Rules The Rules governing this award shall be available on the PIPSC Web site and shall be published on a regular basis. **BOD - August 2009**

R26.8.3.1 Award The recipient will receive an award engraved with the Institute logo.

R26.8.3.3 Nominations

R26.8.3.3.1 Nominations: Any individual or group may nominate any eligible person.

R26.8.3.3.2 Previous Nominations: Previous nominations for this award may be resubmitted.

R26.8.3.3.3 Documentation: Nominations submitted must include:

- a) a concise summary, in non-technical language, of the nominee's achievement, including its significance and value to the profession and/or professionalism; and
- b) evidence of the nominee's qualifications, such as paper or papers, and relevant work history. The names, addresses and positions of at least two (2) qualified references, and
- c) achievements within the previous two (2) years will be given greater weight in the selection process.

R26.8.3.3.3.1 Nominations must not exceed three (3) pages. As supporting documentation will not be returned, original publications should not accompany the nominations. A list of publications is acceptable.

R26.8.3.3.3.2 Nominations must be addressed to, and received by, the Executive Secretary, The Professional Institute of the Public Service of Canada, no later than twelve (12) weeks prior to the Annual General Meeting for consideration in that year. **BOD - Feb 2013**

R26.8.3.3.4 Late Submissions: Submissions received after the deadline will not be accepted and nominators shall be so advised.

R26.8.3.3.5 Panel of Judges: The Executive Committee shall appoint a panel of three (3) judges consisting of Past Presidents and/or Past Vice-Presidents. No later than the 15th of October, the Panel shall make recommendations to the President who shall make the final selection. In the case of a negative decision, the reasons for the negative decision shall also be communicated to the nominators. The panel's recommendation shall be based on the most recent criteria approved by the Board of Directors plus any applicable by-laws and regulations. **BOD - August 2009**

R26.8.3.3.6 An award will not be awarded if, in the opinion of the panel, no submission worthy of an award has been received.

R26.8.3.3.7 The President's Achievement Award shall normally be presented at the Institute AGM. **BOD - August 2009**

NOMINATION GUIDELINES

Basis of Award

The President's Achievement Award recognizes members who exemplify the highest standards of professionalism and service in their chosen field of work. The many professions and areas of expertise represented by PIPSC include engineering, science and research, communications, health, law, transportation, defence, commerce, procurement, informatics, auditing and many more. The President's Achievement Award may be awarded to an individual who has demonstrated a high level of commitment in promoting professionalism and, who meets at least one of the following criteria:

- a) a contribution of exceptional professional dedication under extraordinary circumstances or an exceptional contribution in professional team building, management practices or client relations and service;
- b) successful completion of a project, the results of which reflect a high order of merit;
- c) an outstanding, unique achievement, innovation, or trend-setting initiative.

Nominations

In preparing the nomination, the Nominators should assume that the Panel of Judges has only the completed Nomination Form on which to base its decision to approve or not. Therefore clear and specific references, details, and dates concerning the outstanding achievement must be provided. Nominations must include:

- a) a concise summary, in non-technical language, of the Nominee's achievement, including its significance and value to the profession and/or professionalism; and
- b) evidence of the Nominee's qualifications, such as paper or papers, and relevant work history; and
- c) the names, addresses and positions of at least two (2) qualified references.

Criteria to be Applied

The Nominee must be an individual currently or previously employed in a classification represented by PIPSC. The Nominee must be a member in good standing and the achievement being recognized must have been performed while the Nominee was a member of the Institute.

The Nominators should consider what the Nominee has accomplished to be set apart from others and why the achievement is considered to be above and beyond that which would normally be expected of any PIPSC professional in their chosen field of work.