



## **UKEDC Awards 2023**

### **Process**

The awards process will be as follows:

1. Members and non-members nominate people for the awards via an online form. Nominations can be anonymous but contact details can be given if wished to allow further details to be obtained if necessary.
2. An Awards Panel reviews the nominations to prepare a shortlist for each award.
3. The UKEDC committee reviews and approves the shortlist containing the names of the nominees and the reason why they have been nominated.
4. Members vote online on the shortlist. Each member who is fully paid up two weeks before the start of the voting will have one vote per award.
5. In case of a tie in the number of votes, the Awards Panel decides the outcome.

### **Indicative timeline for 2023**

1. Mid-May – nominations open.
2. 7<sup>th</sup> July – nominations close.
3. Mid to late July – UKEDC Awards Panel prepares a shortlist from the nominations.
4. End of July – UKEDC Committee approves the awards shortlist
5. Mid-August – voting opens for UKEDC members
6. End of August – voting closes
7. 23<sup>rd</sup> September – awards presented at the UKEDC ball

### **UKEDC Awards Panel – Guidelines**

- The UKEDC Awards Panel will comprise one member of the UKEDC Committee plus two or four UKEDC members who are not UKEDC Committee members.
- The Panel will be chaired by the UKEDC Committee member. For 2023, this is Lori Pearce-Altendorff.
- The Panel will administer the UKEDC awards process including receiving nominations, deciding upon the shortlist following the criteria below, running the membership vote on the shortlist and verifying the final results.
- The shortlist shall be prepared according to the following:
  - Where a single person or organization receives more than one nomination, the Awards Panel shall combine these into a single nomination and shall prepare a unified description from the reasons provided on the nominations.
  - Ideally, the short list for each award should contain no more than five nominations. At its discretion, the Panel may include additional nominations if they are felt to be strong enough.
  - The Panel may also, at its discretion, move nominations between award categories to achieve the most appropriate fit between a nomination and the awards' criteria.
  - Those nominations that align most closely with the UKEDC's strategy should be given greatest weight.

- The shortlist should encourage activities that promote the aims of the UKEDC outside of London and the Southeast of the UK.
- The panel should take into account both the number of nominations for a single nominee and the strength of the nominations. For example, a single, but strong nomination that aligns well with the UKEDC Strategy could be chosen over a nominee with many, but weaker, nominations.
- In general, the winner of any UKEDC award should be excluded from the shortlist for all awards for the two years after the year in which they won their award (i.e. if an award was won in 2022, the first year the winner could be included in the short list would be 2025).
- The Panel may propose to the UKEDC Committee that a nomination be included in the shortlist before the two-year time limit has passed if it believes that the nomination is for an exceptional contribution.
- The UKEDC Committee takes the final decision on the shortlist that is presented to members for voting, but in general should follow the recommendations of the awards panel unless there are very good reasons to the contrary.