

Title: IEEE Biometrics Council Best Doctoral Dissertation Award

Description: To express recognition for and promote outstanding effort and contributions in doctoral dissertation in the field of interest to the IEEE Biometrics Council.

Administration: Administered by the IEEE Biometrics Council Awards Committee, which is responsible for reviewing and recommending candidates to the IEEE Biometrics Council Administrative Committee.

Eligibility: The author of the dissertation needs to be a current member of IEEE and the nominated dissertation should be within one year after the successful defense date, at time of nomination. The original dissertation can be in any language, but the nominated dissertation should be either originally written or officially translated into English.

Eligibility and Selection process shall comply with procedures and regulation established in IEEE and Society/Council governing documents, particularly with IEEE Policy 4.4 on Awards Limitations". Previous award winners are not eligible for substantially the same achievements (per IEEE Policies 4.4: An individual shall receive only one award for a given achievement, unless the significance merits a higher award, which may be given in the following year or thereafter.)

Prize Items: \$1,000 and a commemorative Plaque.

Frequency: Annual. Award will be given only if a suitable awardee is identified.

Funds: Funded by the IEEE Biometrics Council. At most one recipient will be awarded each year. The Council's budget includes the amount for this award and is net positive with the inclusion of the award.

Nominee Solicitation: Nominations will be solicited through the publications of the Council and its member societies. The dissertation should be nominated by the advisor of the author. Self-nominations are not permitted. Each nominator can nominate at most one dissertation per year.

Nominations should comply with IEEE Policies and restrictions on awards. Incidents of misconduct including, but not limited to, violations of IEEE's publication policies, will be strongly considered by the awards committee and may be grounds for denial of an award or leadership position.

Award Committee: The Awards committee will be chaired by the Awards Committee Chair who is appointed by the Council President in accordance with the council bylaws. Additionally, there will be several other members of the committee, including a Vice Chair, Immediate Past Chair of the committee, as well as other members designated by the VP for Technical Activities, with the concurrence of the Council AdCom who are nominated by the council. The Awards Chair and Vice Chair are appointed for a one-year term, and may serve a maximum of three years. The committee consists of an even number of members (no less than six and no more than twelve) plus the chair. The term of membership of all committee members shall be one year, with a maximum of three consecutive terms. The quorum of the committee is half the number of members plus one. The award committee selected candidate recipient is passed to the President who, in consultation with AdCom, approves the winner of the award.

Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.

Conflict of Interest concerns shall be disclosed and addressed in accordance with IEEE Policies 9.9 A, B, and C. Any real and perceived conflict of interest (COI) shall be avoided. Anyone with a COI shall recuse themselves from nominating, endorsing, discussing, and evaluating.

Individuals serving on any board or committee involved at any stage of the recipient selection or approval process for an award shall be ineligible to receive, or act as a nominator or reference for that award.

Schedule: Nominations: March 1st of every year; Decision: Due on May 1st of every year; Notification of the Recipient (if one is selected): Due on May 15th of every year; Award Presentation: Around the end of September of every year at the BTAS or IJCB conference.

Selection/Basis for Judging:

The nominated doctoral dissertation will be reviewed by the Award Committee based on (i) technical contributions, (ii) expected long-term impact, and (iii) quality of writing and presentation.

Presentation: The award will be presented at the BTAS or IJCB conference.

Publicity: The award will be announced in the publications of the Council and member societies.

Title: IEEE Biometrics Council Leadership Award

Description: To honor outstanding leadership in the field of biometrics.

Administration: Administered by the IEEE Biometrics Council Awards Committee, which is responsible for reviewing and recommending candidates to the IEEE Biometrics Council Administrative Committee.

Eligibility: Any current IEEE member of the member societies of the Biometrics Council who has been active in the fields of interest of the IEEE Biometrics Council for more than 15 years at the time of nomination. Current officers of the Society's Executive Committee are ineligible. Eligibility and Selection process shall comply with procedures and regulation established in IEEE and Society/Council governing documents, particularly with IEEE Policy 4.4 on Awards Limitations". Previous award winners are not eligible for substantially the same achievements (per IEEE Policies 4.4: An individual shall receive only one award for a given achievement unless the significance merits a higher award, which may be given in the following year or thereafter.)

Prize Items: Plaque and \$2,000 honorarium. Only one recipient and the award cannot be split.

Frequency: Annual. Award will be given only if a suitable awardee is identified.

Funds: Multiple recipients are not allowed. This is a Biometrics Council award and the funds have been encumbered in the council's budget. The Council's budget includes the amount for this award and is net positive with the inclusion of the award.

Nominee Solicitation: Nominations will be solicited through the publications of the Council and its member societies. Self-nominations are not permitted. A qualified nominator should be at least a senior member of the IEEE and the Council. The nominator will submit a recent and detailed CV along with a two-page statement summarizing the nominee's leadership activities. The nominator will also ask three referees to provide letters of recommendation to the committee. Nominations should comply with IEEE Policies and restrictions on awards. Incidents of misconduct including, but not limited to, violations of IEEE's publication policies, will be strongly considered by the awards committee and may be grounds for denial of an award or leadership position.

Award Committee: The Awards committee will be chaired by the Awards Committee Chair who is appointed by the Council President in accordance with the council bylaws. Additionally, there will be several other members of the committee, including a Vice Chair, Immediate Past Chair of the committee, as well as other members designated by the VP for Technical Activities, with the concurrence of the Council AdCom who are nominated by the council. The Awards Chair and Vice Chair are appointed for a one-year term, and may serve a maximum of three years. The committee consists of an even number of members (no less than six and no more than twelve) plus the chair. The term of membership of all committee members shall be one year, with a maximum of three consecutive terms. The quorum of the committee is half the number of members plus one. The award committee selected candidate recipient is passed to the President who, in consultation with AdCom, approves the winner of the award.

Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.

Conflict of Interest concerns shall be disclosed and addressed in accordance with IEEE Policies 9.9 A, B, and C. Any real and perceived conflict of interest (COI) shall be avoided. Anyone with a COI shall recuse themselves from nominating, endorsing, discussing, and evaluating.

Individuals serving on any board or committee involved at any stage of the recipient selection or approval process for an award shall be ineligible to receive, or act as a nominator or reference for that award.

Schedule: Nominations: March 1st of every year; Decision: Due on May 1st of every year; Notification of the Recipient (if one is selected): Due on May 15th of every year; Award Presentation: Around the end of September of every year at the BTAS or IJCB conference.

Selection/Basis for Judging: The basis for judging is outstanding leadership in the biometrics field and includes factors such as; specific technical contribution(s); the demonstration of field leadership in a specific area; impact on the profession; originality; breadth; inventive value; publications, and other appropriate achievements.

Presentation: The award will be presented at the BTAS or IJCB conference.

Publicity. The award will be announced in the publications of the Council and member societies.

Title: IEEE Biometrics Council Meritorious Service Award

Description: To honor outstanding service in the field of biometrics.

Administration: Administered by the IEEE Biometrics Council Awards Committee, which is responsible for reviewing and recommending candidates to the IEEE Biometrics Council Administrative Committee.

Eligibility: Any current IEEE member of the member societies of the Biometrics Council who has been active in the fields of interest of the IEEE Biometrics Council for more than 15 years at the time of nomination. Current officers of the Society's Executive Committee are ineligible. Eligibility and Selection process shall comply with procedures and regulation established in IEEE and Society/Council governing documents, particularly with IEEE Policy 4.4 on Awards Limitations". Previous award winners are not eligible for substantially the same achievements (per IEEE Policies 4.4: An individual shall receive only one award for a given achievement, unless the significance merits a higher award, which may be given in the following year or thereafter.)

Prize Items: Plaque and \$1,000 honorarium. Only one recipient and the award cannot be split.

Frequency: Nominations will be solicited annually. Award will be given only if a suitable awardee is identified.

Funds: Multiple recipients are not allowed. This is a Biometrics Council award and the funds have been encumbered in the council's budget. The Council's budget includes the amount for this award and is net positive with the inclusion of the award.

Nominee Solicitation: Nominations will be solicited through the publications of the Council and its member societies. Self-nominations are not permitted. A qualified nominator should be at least a senior member of the IEEE and the Council. The nominator will submit a recent and detailed CV along with a two-page statement summarizing the nominee's service activities. The nominator will also ask three referees to provide letters of recommendation to the committee. Nominations should comply with IEEE Policies and restrictions on awards. Incidents of misconduct including, but not limited to, violations of IEEE's publication policies, will be strongly considered by the awards committee and may be grounds for denial of an award or leadership position.

Award Committee: The Awards committee will be chaired by the Awards Committee Chair who is appointed by the Council President in accordance with the council bylaws. Additionally, there will be several other members of the committee, including a Vice Chair, Immediate Past Chair of the committee assigned to the committee, as well as other members designated by the VP for Technical Activities, with the concurrence of the Council AdCom who are nominated by the council. The Awards Chair and Vice Chair are appointed for a one-year term and may serve a maximum of three years. The committee consists of an even number of members (no less than six and no more than twelve) plus the chair. The term of membership of all committee members shall be one year, with a maximum of three consecutive terms. The quorum of the committee is half the number of members plus one. The award committee selected candidate recipient is passed to the President who, in consultation with AdCom, approves the winner of the award.

Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote. Conflict of Interest concerns shall be disclosed and addressed in accordance with IEEE Policies 9.9 A, B, and C. Any real and perceived conflict of interest (COI) shall be avoided. Anyone with a COI shall recuse themselves from nominating, endorsing, discussing, and evaluating. Individuals serving on any board or committee involved at any stage of the recipient selection or approval process for an award shall be ineligible to receive, or act as a nominator or reference for that award.

Schedule: Nominations: March 1st of every year; Decision: Due on May 1st of every year; Notification of the Recipient (if one is selected): Due on May 15th of every year; Award Presentation: Around the end of September of every year at the BTAS or IJCB conference.

Selection/Basis for Judging: The basis for judging is outstanding service in the biometrics field and includes factors such as the impact of service and contributions, dedication and tenure of service, breadth of participation and cooperation, and other appropriate achievements.

Presentation. The award will be presented at the BTAS or IJCB conference.

Publicity. The award will be announced in the publications of the Council and member societies.

Title: IEEE Biometrics Council Transactions on Biometrics Behavior and Identity Science Best Paper Award

Description: This award is to recognize on a yearly basis a highly influential and impacting article published at IEEE Transactions on Biometrics Behavior and Identity Science (TBIOM) in the preceding two calendar years.

Administration: Administered by the IEEE Biometrics Council Awards Committee, which is responsible for reviewing and recommending candidates to the IEEE Biometrics Council Executive Committee.

Eligibility: The award can be given to an individual or group of authors co-authoring a single high-impact paper at the IEEE Transactions on Biometrics Behavior and Identity Science (TBIOM) in the preceding two calendar years with respect to the year when the nominations are submitted. Papers (co-)authored by the current members of the IEEE Biometrics Council Awards Committee are ineligible. The date of publication in a T-BIOM volume is the date of publication for a paper and early access dates are not considered.

Eligibility and Selection process shall comply with procedures and regulations established in IEEE and Society/Council governing documents, particularly with IEEE Policy 4.4 on Awards Limitations". Previous award winners are not eligible for substantially the same achievements (per IEEE Policies 4.4: An individual shall receive only one award for a given achievement unless the significance merits a higher award, which may be given in the following year or thereafter.)

Prize: This is a single annual award. A total honorarium of \$1000 is equally split among the co-authors and a certificate to each. No travel allowances are provided.

Frequency: Annual. Award will be given only if a suitable awardee is identified.

Funds: This is a Biometrics Council award and the funds have been encumbered in the council's budget. The Council's budget includes the amount for this award and is net positive with the inclusion of the award.

Nominee Solicitation: Nominations will be solicited through the editorial board of the TBIOM and public announcement of the award. Any current member of the TBIOM editorial board and past member within the last three years can submit a nomination to the Award Committee. Self-nominations are not accepted. Incidents of misconduct including, but not limited to, violations of IEEE's publication policies, will be strongly considered by the awards committee and may be grounds for denial of an award or leadership position.

Award Committee: The Awards committee will be chaired by the Award Committee Chair who is appointed in accordance with the council bylaws. Additionally, there will be several other members of the committee including a Vice Chair, Immediate Past Chair of the committee, as well as other members designated by the VP for Technical Activities, with the concurrence of the Council AdCom, who are nominated by the council. The Awards Chair and Vice Chair are appointed for a one-year term, and may serve a maximum of three years. The committee consists of an even number of members (no less than six and no more than twelve) plus the chair. The term of membership of all committee members shall be one year, with a maximum of three consecutive terms. The quorum of the committee is half the number of members plus one. The award committee

selected candidate recipient is passed to the President who, in consultation with AdCom, approves the winner of the award.

Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote. Conflict of Interest concerns shall be disclosed and addressed in accordance with IEEE Policies 9.9 A, B, and C. Any real and perceived conflict of interest (COI) shall be avoided. Anyone with a COI shall recuse themselves from nominating, endorsing, discussing, and evaluating. Individuals serving on any board or committee involved at any stage of the recipient selection or approval process for an award shall be ineligible to receive or act as a nominator or reference for that award.

Schedule: Nominations: March 1st of every year; Decision: Due on May 1st of every year; Notification of the Recipient (if one is selected): Due on May 15th of every year; Award Presentation: Around the end of September of every year at the BTAS or IJCB conference.

Selection/Basis for Judging: Judging shall be on the basis of the originality, impact, skill in analysis, importance and timeliness of the subject, organization, and clarity of presentation.

Presentation: Presentation of the award shall be made at the Council's awards ceremonies, normally held during the BTAS or at IJCB in the Fall.

Publicity: The award will be announced in the publications of the Council and member societies.

Title: IEEE Biometrics Council Transactions on Biometrics Behavior and Identity Science Best Student Paper Award

Description: This award is to recognize on a yearly basis a highly influential and impacting student article published at IEEE Transactions on Biometrics Behavior and Identity Science (TBIOM) in the preceding two calendar years.

Administration: Administered by the IEEE Biometrics Council Awards Committee, which is responsible for reviewing and recommending candidates to the IEEE Biometrics Council Executive Committee.

Prize: This is a single annual award. A total honorarium of \$1000 is equally split among the student co-authors and a certificate to each co-author. No travel allowances are provided.

Frequency: Annual. Award will be given only if a suitable awardee is identified.

Funding: This is a Biometrics Council award and the funds have been encumbered in the council's budget. The Council's budget includes the amount for this award and is net positive with the inclusion of the award.

Eligibility: Authors of an original paper published in the T-BIOM in the preceding two calendar years with respect to the year when the nominations are submitted are eligible for the IEEE Biometrics Council Best Student Paper Award. The first author of the paper should be a student at the time of paper submission. Current members of the IEEE Biometrics Council Awards Committee are ineligible. Self-nominations will not be accepted. Only those nominations that are received by the deadline, as stated in the yearly call published on the council's website, are eligible. The date of publication in a T-BIOM volume is the date of publication for a paper and early access dates are not considered. Note: There is another best paper award given each year by the same award committee (IEEE Biometrics Council Best Paper Award) and it will be ensured that the same paper is not awarded twice in a given calendar year. Eligibility and Selection process shall comply with procedures and regulation established in IEEE and Society/Council governing documents, particularly with IEEE Policy 4.4 on Awards Limitations. Previous award winners are not eligible for substantially the same achievements (per IEEE Policies 4.4: An individual shall receive only one award for a given achievement unless the significance merits a higher award, which may be given in the following year or thereafter.)

Nominee Solicitation: Nominations will be solicited through the editorial board of the TBIOM and public announcement of the award. Any current member of the TBIOM editorial board and past member within the last three years can submit a nomination to the Award Committee. Self-nominations are not accepted. Nominations are not accepted from anybody else. Nominations should comply with IEEE Policies and restrictions on awards. Incidents of misconduct including, but not limited to, violations of IEEE's publication policies, will be strongly considered by the awards committee and may be grounds for denial of an award or leadership position.

Award Committee: The Awards committee will be chaired by the Award Committee Chair who is appointed in accordance with the council bylaws. Additionally, there will be several other members of the committee including a Vice Chair, Immediate Past Chair of the committee, as well as other members designated by the VP for Technical Activities,

with the concurrence of the Council AdCom, who are nominated by the council. The Awards Chair and Vice Chair are appointed for a one-year term and may serve a maximum of three years. The committee consists of an even number of members (no less than six and no more than twelve) plus the chair. The term of membership of all committee members shall be one year, with a maximum of three consecutive terms. The quorum of the committee is half the number of members plus one. The award committee selected candidate recipient is passed to the President who, in consultation with AdCom, approves the winner of the award. Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.

Conflict of Interest concerns shall be disclosed and addressed in accordance with IEEE Policies 9.9 A, B, and C. Any real and perceived conflict of interest (COI) shall be avoided. Anyone with a COI shall recuse themselves from nominating, endorsing, discussing, and evaluating. Individuals serving on any board or committee involved at any stage of the recipient selection or approval process for an award shall be ineligible to receive or act as a nominator or reference for that award.

Selection/Basis for Judging: Judging shall be on the basis of the originality, impact, skill in analysis, importance and timeliness of the subject, organization, and clarity of presentation.

Schedule: Nominations: March 1st of every year; Decision: Due on May 1st of every year; Notification of the Recipient (if one is selected): Due on May 15th of every year; Award Presentation: Around the end of September of every year at the BTAS or IJCB conference.

Presentation: Presentation of the award shall be made at the Council's awards ceremonies, normally held during the BTAS or at IJCB in the Fall.

Publicity: The award will be announced in the publications of the Council and member societies.

Title: IEEE Biometrics Council Transactions on Biometrics Behavior and Identity Science Sustained Impact Paper Award

Description: This award is to recognize on a yearly basis a highly cited and highly influential article published at IEEE Transactions on Biometrics Behavior and Identity Science (TBIOM) that has had a sustained impact during the last 10 to 15 years. A paper considered for the award should be relevant to current researchers and/or practitioners and represent at least one of the following:

- The paper resulted in a paradigm shift in how a particular problem is solved.
- The work forms the theoretical basis for much of the contemporary work in a particular field.
- The work introduced methods that are now broadly adopted by the forensics or biometrics community in industry, or government bodies.

Administration: Administered by the IEEE Biometrics Council Awards Committee, which is responsible for reviewing and recommending candidates to the IEEE Biometrics Council Executive Committee.

Prize: This is a single annual award. A total honorarium of \$1,000 to be split equally among the authors and a plaque for each author.

Frequency: Annual. Award will be given only if a suitable awardee is identified.

Funding: This is a Biometrics Council award and the funds have been encumbered in the council's budget. The Council's budget includes the amount for this award and is net positive with the inclusion of the award.

Eligibility: To be eligible for consideration, an article must have appeared in IEEE Transactions on Biometrics Behavior and Identity Science, in the 10 to 15 calendar years preceding the date of presentation of the award. Papers (co-) authored by the current members of the IEEE Biometrics Council Awards Committee are ineligible.

Eligibility and Selection process shall comply with procedures and regulation established in IEEE and Society/Council governing documents, particularly with IEEE Policy 4.4 on Awards Limitations. Previous award winners are not eligible for substantially the same achievements (per IEEE Policies 4.4: An individual shall receive only one award for a given achievement unless the significance merits a higher award, which may be given in the following year or thereafter.)

Nominee Solicitation: Nominations will be solicited through the editorial board of the TBIOM and public announcement of the award. Any current member of the TBIOM editorial board and past member within the last six years can submit a nomination to the Award Committee. Self-nominations are not accepted. Nominations should comply with IEEE Policies and restrictions on awards. Incidents of misconduct including, but not limited to violations of IEEE's publication policies will be strongly considered by the awards committee and may be grounds for denial of an award or leadership position.

Award Committee: The Awards committee will be chaired by the Award Committee Chair who is appointed in accordance with the council bylaws. Additionally, there will be several other members of the committee including a Vice Chair, Immediate Past Chair of the committee, as well as other members designated by the VP for Technical Activities, with the concurrence of the Council AdCom, who are nominated by the council. The

Awards Chair and Vice Chair are appointed for a one-year term, and may serve a maximum of three years. The committee consists of an even number of members (no less than six and no more than twelve) plus the chair. The term of membership of all committee members shall be one year, with a maximum of three consecutive terms. The quorum of the committee is half the number of members plus one. The award committee selected candidate recipient is passed to the President who, in consultation with AdCom, approves the winner of the award.

Voting shall be conducted in accordance with Robert's Rules of Order. The Committee Chair shall have no vote except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.

Conflict of Interest concerns shall be disclosed and addressed in accordance with IEEE Policies 9.9 A, B, and C. Any real and perceived conflict of interest (COI) shall be avoided. Anyone with a COI shall recuse themselves from nominating, endorsing, discussing, and evaluating. Individuals serving on any board or committee involved at any stage of the recipient selection or approval process for an award shall be ineligible to receive or act as a nominator or reference for that award.

Schedule: Nominations: March 1st of every year; Decision: Due on May 1st of every year; Notification of the Recipient (if one is selected): Due on May 15th of every year; Award Presentation: Around the end of September of every year at the BTAS or IJCB conference.

Selection/Basis for Judging: Judging shall be on the basis of novelty and effectiveness in presenting subjects of high impact and long-term interest to the Biometrics Council. The nominated paper should have a record of sustained impact and be of current importance. The paper should also be of research type with novel and impacting technical contribution rather than an overview, survey, or tutorial paper.

Presentation: Presentation of the award shall be made at either the Council's Awards Ceremonies, normally held during BTAS or at IJCB in the Fall.

Publicity.

The award will be announced in the publications of the Council and member societies.

IEEE Biometrics Council

Awards Committee

OPERATIONS MANUAL

INTRODUCTION

PURPOSE

This Awards Committee Operations Manual describes the principal activities and administrative processes of the IEEE Biometrics Council Awards Committee (AC). It is intended to provide a guide for consistent application of practices and procedures by AC members.

REVISIONS

Continuous improvements will be made to this Operations Manual. The IEEE Biometrics Council Administrative Committee shall approve proposed revisions to this Operations Manual, on the recommendation of the VP for Technical Activities.

ACRONYMS USED

AdCom: IEEE Biometrics Council Administrative Committee

AC: IEEE Biometrics Council Awards Committee

SWG: IEEE Biometrics Council Award Selection Working Group

1. AWARDS COMMITTEE (AC)

1.1 General

- a. The AC is responsible for recommending proposed recipients for the IEEE Biometrics Council Awards to the AdCom, and publicizing the results of the award selection process.
- b. The awards are awarded for contributions or leadership in the fields of interest of the IEEE Biometrics Council. They may be awarded annually when in the judgment of the AdCom suitable candidates are available. The awards shall comply with all relevant policies regarding awards in the IEEE Policies Manual.
- c. The five IEEE Biometrics Council Awards are: (i) IEEE Biometrics Council Technical Achievement, (ii) IEEE Biometrics Council Meritorious Service Award, (iii) IEEE Biometrics Council Best Doctoral Dissertation Award.

1.2 Composition And Membership

The membership of the AC shall consist of the Chair, Vice Chair, and Immediate Past Chair of the committee, the Chair of the selection working group and ad hoc working assigned to the committee, as well as other members designated by the VP for Technical Activities, with the concurrence of the AdCom. The chairs of the committee and all working groups shall be appointed by the outgoing AdCom.

1.3 Terms Of Service Of Chair And Vice-Chair

The AC Chair and Vice-Chair are appointed for one year term, and may serve a maximum of three years.

1.4 Responsibilities Of The Chair

- a. Schedule the AC meeting(s). Normally meetings are held via teleconference.
- b. Stimulate nominations for qualified candidates.
- c. Approve extension of deadlines for awards.

1.5 Presentation and Publicity of Awards

Award presentations shall be made in the same calendar year as the year of the award for which the recipient was chosen. The awards are presented by the IEEE Biometrics Council President or designee at the IEEE BTAS or IJCB or ISBA conferences. Presentation may be moved to another IEEE Biometrics Council technical conference or symposium at the recommendation of the AC after approval by the AdCom.

The recipients of the awards are announced in the IEEE Biometrics Council newsletter and website, where archival records will be maintained. The Chair of the AC shall inform the relevant Society, Region and/or Section with which the award recipient is affiliated, requesting that the recipient be recognized at an appropriate meeting of the Society, Region, and Section and in its publications.

For all presentation and publicity documents, co-recipients are typically listed in the order in which they are listed on the nomination form.

2. SELECTION WORKING GROUP

2.1 General

The membership of the SWG shall reflect the participation of more than one society or organizational unit and more than one country and IEEE Region.

2.2 Composition And Membership

The SWG consists of an even number of members (no less than six) plus the SWG Chair. The Chair and the members shall be approved by the AC and the AdCom. The SWG Chair may appoint a Vice-Chair from among the members of the SWG.

- a. Recommendation of Candidates for Membership: Each IEEE Biometrics Council affiliated Society may recommend candidates who shall then be considered for membership by the SWG Chair. The SWG Chair shall annually seek nominations for diverse membership and strive for gender balance when possible.
- b. Membership: SWG members are recommended by the current SWG because of their expertise and are approved by the AC.

2.3 All members have one vote, except the Chair, who may vote only to change the outcome of the vote.

2.4 Terms of Service

- a. With the exception of the Chair, the term of membership of all SWG members shall be one year, with a maximum of three terms.
- b. The intent is to rotate 1/3 of the SWG membership off each year.
- c. The Chair of SWG shall be an IEEE member and have conducted work in the fields of interest of the IEEE Biometrics Council.
 - i. The Chair shall rotate among the IEEE Biometrics Council affiliated Societies.

- ii. The term of office of a Chair shall be one year, with a maximum of two terms.

2.5 Chair of SWG

The Chair of a SWG is a member of the AC and represents the recommendations of the SWG at the AC meetings. The Chair prepares a report to present to the AC, following the template of the IEEE Awards Board committee reports, as found in the IEEE Awards Board operations manual.

2.5 Duties and responsibilities

SWG is responsible for conducting the relevant award process. Specifically, the SWG is responsible for:

- a. Stimulating nominations for the award. While the council will publicize the call for award nominations through the council webpage, IEEE publications and related workshops and conferences, etc, the Chair could further solicit nominations through his/her channels.
- b. Evaluating the qualifications of each nominee as represented on the nomination form and in letters of recommendation that accompany the nomination. External opinions or evaluations may be solicited or received if appropriate.
- c. Recommending a recipient to the AC.
- d. Preparing the citations for the recipient.
- e. Recommending IEEE venues or activities at which a recipient might be recognized.
- f. Determining disposition of remaining nominations as follows:
 - i. Reconsider: A nomination may be carried over for a maximum of five years based on the original nomination submission date. After the nomination expires, a new nomination package may be solicited by the committee for a future nomination cycle. Any alternate candidate will be automatically carried over. The nominator and/or endorsers may submit updated materials prior to the next deadline, but this is not required.
 - ii. Withdrawn: The nomination shall not be considered again in its current form. The committee may solicit a new nomination package for that candidate for a future nomination cycle.
- g. Following approval of the recipient by the AdCom, the president of the IEEE Biometrics Council shall officially inform the recipient of his/her award, and the chair of the relevant SWG shall congratulate the recipient and prepare with the recipient a document for publicity containing the

recipient's biography and a description of the significance of the recipient's contributions.

2.7 The SWG is responsible for keeping the award vital by having at least three nominations for evaluation each year, with an objective of at least two new nominations each year. Awards that have fewer than three nominations may not be awarded unless special permission is granted by the AdCom. If fewer than three nominations in each of three consecutive years are evaluated, the AdCom will initiate procedures for determining the conditions for continuation or discontinuation of this award.

2.8 The SWG is also expected to participate in the following additional award activities.

- a. Recommending new awards.
- b. Recommending changes in the selection process.
- c. Maintaining contact with the IEEE Biometrics Council affiliated Societies.
- d. Referring award nominees as appropriate for other awards.

3. PROCEDURES FOR SELECTION OF RECIPIENTS

NOTE: A member tasked with selection or evaluation of award nominations must disclose the extent of any involvement with a nomination for that award prior to the evaluation and/or selection process.

3.1 The SWG's current Chair and members cannot serve as nominators or references for candidates that are being evaluated by the same SWG.

3.2 Eligibility of Candidates for the awards

The following are not eligible to be considered for nomination:

- a. AdCom Members of the IEEE Biometrics Council
- b. IEEE Staff

3.3 Call for Nominations

The deadline for receipt of nominations will be publicized in the IEEE Biometrics Council newsletter and website. In addition, SWG may directly contact relevant IEEE entities for nominations.

3.4 Candidate Dossier

The candidate dossier will consist of the nomination form and supporting letters. Materials in excess of the specified required nomination information will not be considered by the SWG.

3.5 Development of Candidate Ratings

The candidate dossiers are mailed to SWG members for review and submission of ratings. In the evaluation process, the relative weighting of each award's criteria is at the discretion of the SWG.

3.6 Final Selection of Recommended Recipient

The SWG members rank the nominees in descending rank order; No.1 being the first choice, etc. Results are tabulated and distributed to the SWG for use in the selection process. The SWG will meet via teleconference to:

- a. Review the tabulated rankings and discuss the nominees;
- b. Select the recommended recipient.
- c. Develop the respective proposed citations for the recipient.
- d. No award shall be given unless there are at least 3 candidate nominations (new plus carry-over), unless special permission is granted by the AdCom.
- e. The awards are awarded annually to an individual or team.
 - i. team is defined as a group of three or fewer individuals, working on the same contribution for which the award is given, who have regular interactions and exchange of ideas on that contribution.
 - ii. Multiple Recipients are defined as a group of three or fewer people (not a team) working on the same contribution, each individual having separate but valuable contributions. Multiple Recipients must have the same citation.

3.7 Selection Voting

A majority of the members shall constitute a quorum. A majority affirmative vote of the members present is required for the final selection.

3.8 Timetable of SWG Activities

A master schedule containing all the dates is created annually. All dates subject to change.

4. PROCEDURE FOR DISCONTINUANCE OF AWARDS

The AdCom or a subcommittee will review existing awards on an ongoing basis to develop new awards where none exist today and suspend or eliminate those that are no longer relevant. The review of awards will be conducted at least once every five years, with emphasis on the relevance or possible obsolescence of the award, geographical and society diversity of the committees' composition, and the records of nominations.
