

**Simulation Interoperability
Standards Organization
(SISO)
Awards and Recognitions
Program**

SISO-ADM-016-2013

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Revision History

Version	Section	Date	Description
SISO-ADM-016-2011	6 and 7	12/13/2010	Modified paragraphs to prohibit anonymous and self-nominations for awards
SISO-ADM-016-2011	Appendix A	2/2/2011	Completely revised to provide more applicable information and better guidance to nominators
SISO-ADM-016-2011	Section 5	01/31/13	Revision of section 5.4 Letters of Appreciation
SISO-ADM-016-2011	Section 5	01/31/13	Inclusion of recognitions for successful standards efforts
SISO-ADM-016-2011	Section 7.2	01/31/13	Revision of Letters of Appreciation process
SISO-ADM-016-2011	Section 7.4	01/31/13	Addition of Standards Development Recognition process
SISO-ADM-016-2011	Section 7.1/7.2	01/31/13	Replaced Awards Committee with Awards Board

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1 Introduction

This SISO Administrative Document establishes guidelines for the overall nomination and selection process required for SISO awards. SISO awards should promote the following:

- a. Recognition of SISO members for their contributions and services to the SISO organization and the advancement of its missions and objectives,
- b. Recognition of Excellence in Papers/Presentations,
- c. Recognition of the contribution to the broader M&S Community, and
- d. Recognition of the contributions/service of SISO volunteers and staff that exceed expectations.

1.1 Purpose

This document, identified as the “SISO Awards and Recognitions Program”, provides award nominators and reviewers guidance for the nomination and selection of SISO awards and/or recognition.

1.2 Scope

This document provides guidance and direction on all aspects of the SISO Awards and Recognitions Program.

1.3 Objectives

The objectives for this document are to ensure:

- A professional and consistent SISO Awards and Recognitions Program structure, and
- Clarity in the execution of the SISO Awards and Recognitions Program.

1.4 Intended Audience

This document is intended for those members within SISO who are nominating a SISO member for a SISO award or recognition, for SISO members serving on standards development efforts that may qualify for awards, and those reviewers of submitted nominations who will select award winners.

2 References

SISO References:

	Document Number	Title
1	SISO-ADM-007-2005	Guide for Paper Evaluation and Review and SIWzie Award
2		
3		

Other References:

	Document Number	Title
4		
5		
6		

3 Definitions

- a. SIWzie: The name of the recognition that is overseen by the CC.

4 Acronyms and Abbreviations

CC	Conference Committee
EXCOM	Executive Committee
LoA	Letter of Appreciation
M&S	Modeling and Simulation
MSA	Meritorious Service Award
OCMSA	Outstanding Contribution to M&S Award
PDG	Product Development Group
PSG	Product Support Group
PRP	Planning and Review Panel
SAC	Standards Activity Committee
SG	Study Group
SISO	Simulation Interoperability Standards Organization
SIW	Simulation Interoperability Workshop
SSG	Standing Study Group
TMA	Technical Merit Award

5 Awards and Recognitions

This section lists the available SISO awards and recognitions. A description of each award or recognition is provided as well as descriptions of the form, the presentation and the criteria that must be met in order to be eligible.

5.1 SISO Outstanding Contribution to M&S Award (OCMSA)

This award recognizes extraordinary contribution to the international M&S community.

5.1.1 Form

- Award is a plaque and/or equivalent commemorative,
- A personal letter of appreciation, and
- A letter sent to the individual's organization, if applicable.

5.1.2 Presentation

- This award will be presented in a ceremony conducted during an SIW Plenary Session.
- The award will be presented by the Chair of the SISO Executive Committee and the Chairman of SISO Inc.
- The award will then be announced in appropriate professional trade publications to include the SISO Web Site.

5.1.3 Criteria

- Eligibility is both SISO members and non-members.
- The nomination describes the nominee's extraordinary contribution to M&S, how it impacts the M&S Community, and why this nominee should be recognized at this point in time.
- In order to maintain the prestige of this award, nominations must answer several questions including:
 - How have the achievements for which this person is nominated changed the M&S community?
 - Can this achievement be attributed to only this individual?
 - Was this activity accomplished over an extended time?

5.2 SISO Technical Merit Award (TMA)

This award recognizes excellence in the development of standards. This award is intended to recognize extraordinary technical innovation and contributions related to a single standard or having the potential to impact multiple standards activities. Only SISO members are eligible for nomination. This can also be given as a team award.

5.2.1 Form

- Award is in a commemorative Certificate of Achievement,
- A personal letter of appreciation,
- A letter to the individual's employer, if applicable, or
- A combination of the above.

5.2.2 Presentation

- This award will be presented in a ceremony conducted during an SIW Plenary Session.
- The award will be presented by the Chair of the SISO Executive Committee and SISO's Executive Director.
- The award will then be announced in appropriate professional trade publications to include the SISO Web Site.

5.2.3 Criteria

- Eligibility is restricted to SISO members.
- Nominees can be individuals or teams.

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- The nomination describes the technical excellence and contributions the nominee brought to the development of SISO products, the nominee's technical merit to SISO and why this nominee should be recognized at this point in time.

5.3 SISO Meritorious Service Award (MSA)

This award recognizes outstanding service and achievements in the management and support of SISO.

5.3.1 Form

- Award is a Commemorative Certificate of Appreciation,
- A personal letter of appreciation,
- A letter to the individual's employer, if applicable, or
- A combination of the above.

5.3.2 Presentation

- This award will be presented in a ceremony conducted during an SIW Plenary Session.
- The award will be presented by the Chair of the SISO Executive Committee and Chair of the SISO organizational element under which the award was earned (e.g., EXCOM, SAC, CC, PDG, PSG, SG, SSG, SISO Inc.).
- The award will then be announced in appropriate professional trade publications to include the SISO Web Site.

5.3.3 Criteria

- Eligibility is restricted to SISO members.
- The nomination describes the nominee's meritorious service to the SISO organization and why this nominee should be recognized at this point in time.

5.4 SISO Letter of Appreciation (LoA)

This recognition is for specific efforts and/or achievements that have benefitted the SISO community.

5.4.1 Form

- Recognition is a Letter of Appreciation signed by the Chair or Lead of the SISO organizational element most closely associated with the achievement (i.e., EXCOM, SAC, CC, or, SISO Inc. Board of Directors).
- A letter to the individual's employer, if applicable, or
- A combination of the above.

5.4.2 Presentation

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- This recognition will be announced in a ceremony conducted during an appropriate SISO/SIW event, (e.g., SIW Plenary Session, PDG meeting, Forum Session, etc.), and
- The LoA will be presented by the Chair or Lead of the appropriate SISO organizational element for which the recognition was earned, and
- A letter will be mailed to the recipient's employer if applicable.

5.4.3 Criteria

- Both SISO members and non-members are eligible.
- Recipients can be individuals or teams.
- The Letter of Appreciation describes the specific efforts and/or achievements of the recipient.

5.5 SIWzie Recognition

This SIWzie recognizes SISO published papers for the recommended reading list of a Simulation Interoperability Workshop (SIW).

5.5.1 Form

- Recognition is a certificate. For the top-rated paper the recognition is a framed certificate

5.5.2 Presentation

- This certificate will be presented in a ceremony conducted during the plenary session of an SIW event.
- The certificate will be presented by the Chair of the CC and the Executive Director.

5.5.3 Criteria

- The SISO CC handles the selection process of the SIWzie. SISO administrative document, SISO-ADM-007-2005, is the guide for paper evaluation and review of the recommended SIWzie recipients.

5.6 SISO Standards Development Recognition

This recognition is for key contributors to successful new standards or guidance product development efforts or significant revisions to existing standards. The term "successful" implies formal approval of the standard or guidance product by the SAC and EXCOM. Equivalent awards provided by IEEE or other standards organizations with cooperative agreements with SISO shall supersede the need for a separate SISO award, although award presentation can be done at an SIW event.

5.6.1 Form

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- For SISO standards or guidance products, recognition is a plaque and/or equivalent commemorative (PDG Chair and Drafting Group [DG] Editor) and
- For SISO standards or guidance products, recognition is a Commemorative Certificate of Appreciation (PDG Vice Chair, PDG Secretary, and DG members)
- For all standards or guidance products, recognition will include a personal letter of appreciation (with copy to individual's employer if applicable).

5.6.2 Presentation

- This recognition will be presented in a ceremony conducted during the plenary session of an SIW event.
- The recognition will be presented by the SAC Chair.

5.6.3 Criteria

- Eligibility is restricted to PDG members from the successful standards or guidance product development effort.
- This recognition is automatic upon successful development and publication of the standard or guidance product (i.e., no nomination process required).

6 Nomination Process

Nominations for the SISO OCMSA, the SISO TMA, or the SISO MSA, can be submitted by any SISO member; however, no member may self-nominate as self-nominations are prohibited. Furthermore, anonymous nominations are prohibited so nominators must be prepared to make their nomination publicly known. Please do not nominate if you are not prepared to take credit for the nomination. Nominations will be submitted using the Award Nomination form found in Appendix A. Nominations will indicate the award being nominated for and supporting evidence addressing the associated award criteria. Nominators should be sensitive to the timeframes for when particular awards are presented, and where applicable, when award winners are decided.

7 SISO Award and Recognition Process

The process for the selection of SISO award winners will vary based on the award being considered. In ALL cases the SISO EXCOM will review the execution of the process to ensure proper implementation and execution.

7.1 Award Selection Process

The award recommendation process below is for the following awards: Outstanding Contribution to M&S Award, SISO Technical Merit Award (TMA) and the SISO Meritorious Service Award (MSA).

- 7.1.1 **Due Date for Nominations:** Nominations must be submitted at least 60 days prior to the SIW at which the award would be made. Nominations received less than 60 days prior to the SIW will be considered for award at the subsequent SIW.

7.1.2 SISO Award Board Members

At the end of the Fall SIW, one member from each leadership committee (i.e. EXCOM, SAC, and CC) will be appointed as a representative to the SISO Award Board. It is highly recommended that these EXCOM, SAC and CC committee appointees are not officers of a committee. The SISO Award Board will begin meeting upon receipt of nominations and follow the award recommendation process.

7.1.3 SISO Award Board Duties

The Award Board will:

- i. Review all nominations for completeness and correctness.
- ii. If an Award Board member is nominated for an award, the nominee is temporarily replaced with an interim member. The interim member is a non-officer member from the committee that the nominee is representing. The nominee may return to the Award Board at the conclusion of their nomination process.
- iii. Verify that all nominators and nominees meet membership criteria based on the award type.
- iv. Verify that all nominees meet the award criteria.
- v. Review the submitted justification for each nominee in light of the award criteria and make an award selection decision.
- vi. Submit a formal award selection recommendation to the EXCOM for approval that includes reasoning for the selection made.
- vii. If there is a case where the committee feels a particular nominee should NOT be selected for the award, but should be considered for a different award, so state in the recommendation forwarded back to the EXCOM.
- viii. Provide the EXCOM a recommended presentation time of the award.

7.1.4 EXCOM Duties

- a. The EXCOM will review the recommendation from the Awards Board and conduct a vote as to whether or not to accept the recommendation. A simple majority is required to approve an award recommendation.
- b. The EXCOM will then instruct SISO staff to prepare the award and coordinate the award ceremony.
- c. The EXCOM Secretary is responsible for ensuring that a running record of SISO awards is kept in the SISO records maintained by the Executive Director.

7.2 SISO Letter of Appreciation Process

- For efforts and/or achievements directly associated with service on a committee, group, or panel, the Chair of the committee, group, or panel shall draft the Letter of Appreciation.

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- For efforts and/or achievement not directly associated with service on a committee, group, or panel, any SISO member may draft an LoA to any deserving individual or team.
- Draft LoAs are submitted to the Awards Board for quality review.
- The LoA is reviewed by the Awards Board and, after implementation of any wording changes, is provided to the Chair or Lead of the appropriate SISO organizational element, i.e. EXCOM, CC, SAC, or SISO Inc. Board of Directors for signature.
- The LoA is then transmitted to the individual and transmitted to their organization, if appropriate, either in hard copy by mail or by electronic means.
- This recognition does not preclude expressions of appreciation by any and all SISO members for services rendered to the organization.

7.3 SIWzie Recognition

- The CC oversees the selection of SISO papers being considered for SIWzies. The CC guide for paper evaluation and review of the SIWzies is provided in the SISO administrative document, SISO-ADM-007-2005. This document is located on the SISO website.

7.4 Standards Development Recognition

- The SAC oversees the development of standards and guidance products.
- Upon completion of a successful SISO product development, the SAC shall identify the recipients' names and addresses and provide this information to the Executive Director for procurement of the recognitions. The SAC will coordinate the presentation with the recipients.
- Upon completion of a successful IEEE SA product development activity sponsored by the SAC, the SAC will coordinate with the Working Group Chair to identify the recipients of IEEE SA Chair Awards and Certificates of Appreciation and will coordinate the presentation of these recognitions with the recipients.
- The SAC will draft the personal Letters of Appreciation and submit them to the Awards Board for review with adequate time to be presented with the recognitions from either SISO or the IEEE SA.

Appendix A – SISO Award Nomination Form

Complete this form to nominate a person for a SISO Outstanding Contribution to M&S Award, Technical Merit Award, or Meritorious Service Award. Self-nominations and anonymous nominations are not accepted. Please provide as much information as possible. Answer all questions as completely as possible. Attach the completed form and supporting documents to an email to awards@sisostds.org.

Nominee:

(If the nominee is a team, enter names of all team members.)

Nominator:

Award (*Check only one*):

<input type="checkbox"/> SISO Outstanding Contribution to M&S Award (OCMSA)
<input type="checkbox"/> SISO Technical Merit Award (TMA)
<input type="checkbox"/> SISO Meritorious Service Award (MSA)

Membership: Is/Are the nominee(s) a current member of SISO? Yes___ No___. If not, was/were the nominee(s) ever a member of SISO? Yes___ No___. If yes, when? _____. Attach additional sheets as necessary.

Timeliness: Why should the nominee(s) be recognized now?

Eligibility: What contribution has/have the nominee(s) made to the M&S Community and/or to SISO? Be specific. Include offices held; organizations supported; standards contribution; and management and support activities performed for SISO, if applicable. Attach additional sheets as necessary.

Supporting Materials: Attach additional information to support your nomination. Include: other awards, presentations, tutorials on a standard, citation of PDG efforts such as technical drafting and comment resolution, duration and involvement in leadership such as Planning and Review Panels (PRPs) and leadership committees, new initiatives and activities created and supported. Also, include contact information for other individuals who could provide recommendations.