



Dear members of IEEE Malaysia,

Greetings from IEEE Malaysia Awards & Recognitions Committee. It is time again to recognize our outstanding fellow IEEE Volunteers and Operating Units (OUs). OUs may include section, chapters or joint chapters, affinity groups, student branches, and student branch chapters.

IEEE Malaysia provides an avenue for our volunteers (individual or as a group) to be recognized nationally as well as internationally for their excellent achievements and contributions to the society and members of IEEE. As part of the annual effort to recognize our members, IEEE Malaysia is opening the Call for Nominations for the following sixteen (16) types of awards grouped into four (4) categories.

**1. Individual Volunteer Awards (Category 1)**

- 1.1. IEEE Malaysia Outstanding Volunteer Award
- 1.2. IEEE Malaysia Outstanding WIE Volunteer Award
- 1.3. IEEE Malaysia Outstanding YP Volunteer Award
- 1.4. IEEE Malaysia Outstanding Student Volunteer Award
- 1.5. IEEE Malaysia Outstanding Industry Volunteer Award (New!)

**2. Special Award (Category 2)**

- 2.1. IEEE Malaysia Leadership Award (New!)

**3. Special Activities Awards (Category 3)**

- 3.1. IEEE Malaysia Humanitarian Technology Activities Award (New!)
- 3.2. IEEE Malaysia Educational Activities Award (New!)
- 3.3. IEEE Malaysia Professional Activities Award (New!)
- 3.4. IEEE Malaysia Industry Activities Award (New!)
- 3.5. IEEE Malaysia Activity Innovation Award (New!)

**4. Organizational Unit Awards (Category 4)**

- 4.1. IEEE Malaysia Outstanding Large Chapter Award
- 4.2. IEEE Malaysia Outstanding Medium Chapter Award
- 4.3. IEEE Malaysia Outstanding Small Chapter Award
- 4.4. IEEE Malaysia Outstanding Student Branch Award
- 4.5. IEEE Malaysia Outstanding New Student Branch Award (New!)

This year, we have also introduced several new awards (1.5, 2.1, 3.1-3.5, 4.5). Self-nomination is allowed for all categories, except Category 2. For some categories, supporting documents such as endorsements and referrals are required. Please refer to the details of each category in the following pages of this document.

The deadline for the nomination is **30<sup>th</sup> September 2021** for categories 1, 2 and 3. For category 4, the nomination deadline is **30<sup>th</sup> November 2021**. Winners will be announced during the appreciation dinner in January or February 2022. If dinner is not held, the announcement may be made around the date of the Annual General Meeting through any electronic communication channels of IEEE Malaysia.

Updated information on the award program and the list of past year award winners are available on section website at <https://ieeemy.org/section/award-recipients-2/>

Fawnizu Azmadi Hussin  
IEEE Malaysia Awards & Recognitions Committee Chair

## 1. Individual Volunteer Awards (Category 1)

- 1.1. IEEE Malaysia Outstanding Volunteer Award
- 1.2. IEEE Malaysia Outstanding WIE Volunteer Award
- 1.3. IEEE Malaysia Outstanding YP Volunteer Award
- 1.4. IEEE Malaysia Outstanding Student Volunteer Award
- 1.5. IEEE Malaysia Outstanding Industry Volunteer Award

### Purpose

The various award categories aim to recognize those members and volunteers who have made outstanding contributions to a particular OU in Malaysia section.

### Eligibility

- An IEEE member of any membership grade in good standing.
- The candidate's volunteer work is, or has been, on behalf of an OU.
- The candidate receives no remuneration for his/her volunteer work for the Section except reimbursement of expenses incurred in carrying out the volunteer work.
- The incumbent Awards & Recognition Committee and the current section chair, vice chair, secretary, and treasurer are not eligible for the Award.
- Previous winners of the same category of award are **NOT** eligible.

### Nomination Conditions

- Any IEEE member can nominate a candidate; self-nomination is allowed.
- One (1) endorsement (Form A-1) is required to be attached during submission.
- Category 1.5 is specifically for industry practitioners.

### Basis of Selection

The judging for this award will be based on the impact and outcome of the activities the nominee has created on IEEE and its members. A Letter of Endorsement from an OU chair is required. Nominees will be evaluated based on the quantity and impact of their volunteer activities conducted throughout the years of being an IEEE volunteer. The contribution of the nominee in the past five years will be considered.

Based on the merit of each candidate, the Awards & Recognitions Committee may decide on the number of winners for the prevailing contest year. If no candidate is found to be suitable, no award will be given in that year.

### Submission

For this award category, the nomination deadline is **30<sup>th</sup> September 2021**.

To nominate for award categories 1.1-1.5:

- [A] Fill up the Endorsement Form (Form A-1). [Click here to download the form A-1 template.](#)  
[B] Upload [A] and fill the online form at <https://sites.google.com/view/ieemalaysiasectionaward/>

## 2. Special Award (Category 2)

### 2.1. IEEE Malaysia Leadership Award

#### Purpose

This award is to recognize those individuals who have exhibited exemplary and substantive leadership of an extraordinary nature in implementing activities that support the goals of IEEE at various levels including the OU and at the national and international level.

The accomplishments of the candidate should be of "significant performance" and should have made a distinguishing contribution to IEEE in Malaysia and beyond. The focus should be on volunteering for IEEE or its OUs, not on professional achievement.

#### Eligibility

- Nominees must be an IEEE member in good standing and must be IEEE member of Member grade or higher.
- Nominees must demonstrate leadership roles at chapter and/or section.
- Nominees must **NOT** be a past recipient of the IEEE Malaysia Leadership Award.

#### Nomination Conditions

- Self-nominations; this award category is a peer-recognized award, and therefore, self-nomination is **NOT** permitted.
- Two (2) support letters are required to be attached during submission.
- Nominator may include nominee's involvement in IEEE Malaysia from the beginning of his/her volunteer ship; there is no limit on the time frame of contribution.

#### Basis of Selection

The judging for this award will be based on the impact and outcome of all the activities the individual initiated or led.

The judging for this award will be based on the following areas.

1. The volunteer responsibilities undertaken and how the nominee achieved the goals of IEEE at various levels.
2. The development of volunteer leaders directly affected by the nominee.
3. The significance of the impact to the IEEE members/volunteers and the communities.
4. The significant nature of the achievement demonstrated by the nominee.
5. Only one award will be presented annually. If no candidate is found to be suitable, no award will be given in that year.

#### Submission

For this award category, the nomination deadline is **30<sup>th</sup> September 2021**.

To nominate for award category 2.1:

- [A] Prepare two (2) signed support letters from other IEEE members familiar with the nominee's volunteer activities.
- [B] Upload [A] and fill the online form at <https://sites.google.com/view/ieemalaysiasectionaward/>

### 3. Special Activities Awards (Category 3)

- 3.1. IEEE Malaysia Humanitarian Technology Activities Award
- 3.2. IEEE Malaysia Educational Activities Award
- 3.3. IEEE Malaysia Professional Activities Award
- 3.4. IEEE Malaysia Industry Activities Award
- 3.5. IEEE Malaysia Activity Innovation Award

#### Purpose

This purpose of the award is to recognize a member or a group of members of IEEE who have made an outstanding contribution through specific activities or projects that benefit the members and society through their dedicated work in supporting the people and other volunteers through (3.1) humanitarian technologies, (3.2) activities that benefit university education or pre-university education, (3.3) professional activities, (3.4) industry oriented activities, and (3.5) innovative programs that benefit the local OU community that can potentially be duplicated by other OUs.

#### Eligibility

- All nominees (individual or group) must be IEEE members belonging to Malaysia section of any grade in good standing.
- Nominees' achievements and contributions being nominated must have been made within last 3 years for this award.
- A nominee will not be eligible to receive this award twice within 3 years.

#### Nomination Conditions

- Any IEEE member can nominate a candidate, or a group; self-nomination is allowed.
- One (1) endorsement (Form A-3) is required to be attached during submission.

#### Basis of Selection

The judging for this award will be based on the impact and outcome of the activities the organizer (individual or group) has created on society (not just IEEE members) through technology or any other means. A Letter of Endorsement from colleagues or People benefited by the activities of the nominee are considered for judging. Nominees will be evaluated based on the impact of their Humanitarian / Educational / Professional / Industry activities to the society and not on professional achievement.

Based on the merit of each nominee for each category, the Awards & Recognitions Committee may decide on the number of winners for the prevailing contest year. If no nominee is found to be suitable, no award will be given in that year.

#### Submission

For this award category, the nomination deadline is **30<sup>th</sup> September 2021**.

To nominate for category 3 awards:

[A] Fill up the Endorsement Form (Form A-3). [Click here to download the Form A-3 template.](#)

[B] Upload [A] and fill the online form at <https://sites.google.com/view/ieemalaysiasectionaward/>

#### 4. Organizational Unit Awards (Category 4)

- 4.1. IEEE Malaysia Outstanding Large Chapter Award
- 4.2. IEEE Malaysia Outstanding Medium Chapter Award
- 4.3. IEEE Malaysia Outstanding Small Chapter Award
- 4.4. IEEE Malaysia Outstanding Student Branch Award
- 4.5. IEEE Malaysia Outstanding New Student Branch Award

##### **Purpose**

Based on the merit of each nominated OU, the Awards & Recognitions Committee may decide on the number of winners for each category of the award for the prevailing contest year. If no candidate is found to be suitable, no award will be given in that year for that award category.

The **IEEE Malaysia Outstanding Large Chapter Award** will be awarded to recognize the excellent work of the large chapter in the current year. The total membership of a large chapter (including students) shall be 121 or greater as of 31 December of the prior year.

The **IEEE Malaysia Outstanding Medium Chapter Award** will be awarded to recognize the excellent work of the medium chapter in the current year. The total membership of a medium chapter (including students) shall be from 51 and 120 members as of 31 December of the prior year.

The **IEEE Malaysia Outstanding Small Chapter Award** will be awarded to recognize the excellent work of the small chapter in the current year. The total membership of a small chapter (including students) shall be 50 or less as of 31 December of the prior year.

The **IEEE Malaysia Outstanding Student Branch Award** will be awarded to up to three student branches to recognize the excellent work of the student branch in the current year. The total membership of the student branch shall be at least 30 student or graduate student members as of 31 December of the prior year.

The **IEEE Malaysia Outstanding New Student Branch Award** will be awarded to up to three new student branches to recognize the excellent work of the new student branch in the current year. The student branch must have been established less than five years with active membership of at least 20 student or graduate student members on 31 December of the prior year.

##### **Eligibility**

A nominee must **NOT** be the winner (runner ups excluded) of the same award category for the prior award year.

##### **Basis of Selection**

The judging for this award will be heavy on the impact and outcome of the activities. Some of the criteria for decision are quantity and quality of events, growth of membership, effectiveness of communication with members, level of involvement of chapter members, uniqueness of the approach, collaboration with other OUs and SBs, and the impact the chapter has on its greater IEEE members in Malaysia and on the society (not just IEEE members) through technology or any other means. A Letter of Endorsement from colleagues or People benefited by the activities is encouraged.

### **Submission**

For this award category, the nomination deadline is **30<sup>th</sup> November 2021**. The nomination is not yet open. Further updates on this category of award will be announced to all chapters closer to the nomination deadline.

For now, OUs are encouraged to continuously update vTools with activities conducted throughout the year.

To nominate for OU Awards (category 4):

- [A] Print the online vTools report summary to include events conducted from 1<sup>st</sup> January to 30<sup>th</sup> November 2021. The vTools report may also include planned activities until 31<sup>st</sup> December 2021.
- [B] Prepare a chart for Chapter/SB membership growth for the last 5 years (2017-2021) including the current membership at the time of submission).
- [C] Prepare Letter of Endorsement(s) from colleagues or People benefited by the activities (optional).
- [D] Upload [A], [B] and [C] and fill the online form which will be made available later.