

2017 AIFST KEITH FARRER AWARD OF MERIT

BACKGROUND

The Australian Institute of Food Science and Technology (AIFST) Keith Farrer Award of Merit shall acknowledge achievements within food science and technology in the wide areas of research, industry and education, and may take cognisance of contributions made to further the aims and objectives of the Institute. The Award is named after Dr Keith Farrer, an outstanding food scientist and author, who was involved in the formation of the AIFST in 1967.

The Award shall be made annually at the discretion of AIFST.

CRITERIA FOR NOMINATION

- a) A nominee for the Award must be a member of the Institute (Professional or Fellow).
- b) The nomination must be by a member of the Institute (Professional or Fellow) and the nominee must indicate his acceptance of the nomination by signing the nomination form, or providing a signed letter stating that they accept the nomination.
- c) The nominated individual will have demonstrated a clear commitment to advancing AIFST's role in supporting Australia's food industry professionals and demonstrate clear contribution to advancing the food industry via either food science and technology or education.
- d) The Award will be made at the discretion of AIFST.
- e) There will not be more than one recipient in any one year.
- f) An Awardee cannot receive more than one AIFST Keith Farrer Award of Merit.

NOMINATION PROCESS

- a) AIFST shall call for nominations for the Award via channels deemed appropriate and aligned with the overall AIFST awards program. The call for nominations shall outline the closing date of entries; provide the award guidelines and nomination form; and details for return nominations.
- b) Nominations are to be completed via the AIFST Nomination Form which includes a statement, not exceeding 1000 words, together with adequate supporting documentation including a bibliography not exceeding 250 words.
- c) No late submissions shall be accepted, although AIFST reserves the right to extend, or change the closing dates for entries at its discretion and without prior notice.
- d) Each entrant shall give an undertaking to attend at the time and place designated by AIFST to receive the award.

JUDGING CRITERIA

- a) The basis for the selection of a person to receive the Award shall be determined by the Judging Panel assessed against the following criteria:
 - Nominees achievements within food science and technology in the areas of research, industry and/or education (50%)
 - The nature and significance of the nominees contribution to AIFST (25%)
 - the impact of the contribution on AIFST in assisting the organisation to deliver against its objectives. (25%)

JUDGING PROCESS

- a) AIFST shall invite three (3) Judges who are appropriate members of the food industry to act as the Award Judging Panel. The members of such Judging Panel shall not be members of the AIFST Board, and shall not be professional or personal associates of the nominee/s. In addition, AIFST shall act as Convener of the Award Panel. However, AIFST shall have no primary voting rights and in the case that the Judging Panel cannot reach a majority decision, the AIFST CEO or nominated delegate shall have the casting vote.
- b) Should a Judging Panel member withdraw at any stage, the AIFST CEO or nominated delegated shall appoint a substitute panelist.
- c) AIFST shall notify the Judging Panel of their appointments. AIFST shall acknowledge each nominee with receipt of the nomination.
- d) AIFST shall provide the Judging Panel copies of each nomination, together with the judging guidelines which outline the points system for assessing nominations. The Judging Panel shall read the submission(s) entered for the award and select the nomination of greatest merit on the basis of the judging guidelines.
- e) If the Judging Panel determines there are no nominations of sufficient merit and/or less than 50% of the total points available were allocated to all nominations, the Judging Panel shall recommend to AIFST that no award be made that year. AIFST's decision on whether an award shall be made and the outcome of the judging decision is final.
- f) AIFST shall notify the successful nomination(s) as determined by the Judging Panel in line with the award timelines. AIFST shall also notify non-successful nominees at this time.

AWARD PRIZE

The winner of the Award shall deliver an Award Address at the Annual AIFST Convention. The subject of the address shall be the speaker's own choice, but generally relevant to the achievements for which the award is made, and the duration of the address shall be twenty (20) minutes.

In the event of the death of the Awardee before the time of presentation of the Award, the Award shall be presented posthumously and the address shall take such form as is decided by AIFST.

2017 AWARD TIMELINE

Call for Nominations	1 December 2016
Close of Nominations	5.00pm on Thursday, 13 April 2017
Judging Panel Review	By Friday, 5 May 2017
Successful Nominees Notified	Week commencing 22 May 2017
Unsuccessful Nominees Notified	Week commencing 29 May 2017
Prize Awarded	Sydney, NSW, 17 – 18 July 2017 (Annual AIFST Convention)



AWARD GUIDELINES REVIEW

Date approved: 29 July 2016
Review Date: 31 October 2017

AWARD GUIDELINES APPROVED:



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CHIEF EXECUTIVE OFFICER APPROVAL

29/07/2016

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DATE



ATTACHMENT 1 – JUDGING PANEL ASSESSMENT FORM

AIFST Keith Farrer Award of Merit – Juror Assessment Form

- 1) Each juror shall allocate points against the specified criteria as outlined below. No nomination may receive more points than those allocated within each section or the exceed 100 points per nomination.
- 2) Upon completion of the Assessment Form, it shall be returned to the Convener in the addressed envelope provided by the date specified by the Convener, or as a pdf document returned to the Convener via a confidential e-mail.

Juror name: _____ Phone: _____ e-mail: _____

Nominee name			
Eligible (Y or N)			
Nominees achievements within food science and technology in the areas of research, industry and/or education (50 points)	Points allocated: _____ Comment:	Points allocated: _____ Comment:	Points allocated: _____ Comment:
The nature and significance of the nominees contribution to AIFST (25 points)	Points allocated: _____ Comment:	Points allocated: _____ Comment:	Points allocated: _____ Comment:



The impact of the contribution on AIFST in assisting the organisation to deliver against its objectives. (25 points)	Points allocated: _____ Comment:	Points allocated: _____ Comment:	Points allocated: _____ Comment:
Total points	/100	/100	/100
Further comments			

