



TERMS OF REFERENCE - RALPH HAAS AWARD

General

Supporting Division(s), Committee(s)	Construction Division Transportation Division Sustainable Development Committee Asset Management Committee
Selection Criteria	The Ralph Haas Award shall be presented to a member of the CSCE who has made truly outstanding contributions to sustainable infrastructure practice and/or research in Canada in any of the following areas: construction, transportation, sustainable development, asset management, and pavement management. These contributions may be through sustained activities over an extended period leading to a recognized impact on current practice and/or significant publications in highly recognized national and international journals.
Frequency	Biennially. However, there need not be an award conferred in a year in which, in the opinion of the Selection Committee, no suitable candidate has been nominated for consideration.
Award Format	The award will consist of a plaque and a CSCE certificate signed by the President of the CSCE, the format of which will be established by the CSCE Honours & Fellowships (H&F) Committee. The award will be presented by the President of the CSCE, or by his or her designate, at the Annual CSCE Awards Banquet.
Financial Sponsor	The Divisions and Technical Committees sharing this award will endeavour to source a financial sponsor to create an endowment to cover expenses of the award. Until such time as an endowment exists, the costs for the plaque and certificate shall be funded by the CSCE Foundation Trustees General Fund.
Background	Ralph Carl George Haas CM FRSC (1933 – 2020) was the highly respected Norman W. McLeod Engineering Professor and Distinguished Professor Emeritus in the Department of Civil and Environmental Engineering at the University of Waterloo. He was a long-time member of, and very active within, the CSCE, and was known in the engineering world as the “father of pavement asset management”. This award honours his legacy and his significant career achievements in and across many areas of engineering including materials, construction, transportation, asset management and sustainable development.

Nomination and Selection Procedure

General Procedure

Nominations, using the attached nomination form, shall be submitted by November 15 to awards@csce.ca by CSCE members in good standing.

The CSCE Head Office will review all submitted nominations and advise the CSCE H&F Awards Coordinators(s) that the nominees are members in good standing on or before November 30.

The CSCE H&F Awards Coordinator(s) will pre-screen all nomination packages for completeness on or before November 30 to ensure that there are no issues or concerns associated with the nominees, and that confidentiality has been respected.

Approved nomination packages will be forwarded to the Chair of the Selection Committee for circulation to the members of the Selection Committee for evaluation.

The Chair of the Selection Committee will inform the Chair of the H&F Committee, by December 15, of the name of the recommended award recipient. The H&F Committee will approve the recommended award recipient. If approved, the name of the proposed award recipient will be forwarded to the National Office by December 30 for ratification by the Directors of the CSCE Board by January 15 using electronic e-ballot.

Confidentiality

All of the award nomination and selection procedures will be completely confidential. Each potential award recipient or nominee will not be informed that he or she has been nominated, and will not be provided with any information concerning the status of their nomination.

The President of CSCE will inform the recipient that he or she will receive the award.

Deliberations of the Selection Committee, the H & F Committee, and the CSCE Board of Directors will remain confidential in perpetuity.

Nomination Details

Any CSCE member in good standing may nominate another CSCE member who is in good standing. In addition, nominations will be invited from the regional and other committees of the CSCE and will be broadly solicited from the membership by means of an appropriate announcement, such as a notice in the *Canadian Civil Engineer* magazine and/or an electronic notice to the members.

Nomination Package

A nomination package will include:

- a) a completed Nomination Form signed by the Nominator, including a minimum of two (2) to a maximum of three (3) supporting letters;
- b) a curriculum vitae of the nominee (5 pages maximum); and,
- c) a description of the nominee's significant contributions in one or more of the areas represented by the CSCE Technical Divisions and Technical Committees supporting this award (2 pages maximum for each area).

Selection Committee

The Construction Division will take the lead to ensure that the other Division and Technical Committees sharing this award are engaged in the evaluation and selection of award candidates.

The Ralph Haas Award Selection Committee, a sub-committee of CSCE's Honours & Fellowships (H&F) Committee, will recommend a recipient of the

award to the H&F Committee. The Selection Committee will consist of a Chair and three (3) members selected jointly by the Executive Committees of the CSCE Divisions and Technical Committees sharing this award, with no more than two (2) members representing any one Division or Technical Committee. The Selection Committee Members and Chair may be former recipients of the Ralph Haas Award or individuals designated to serve in lieu of a past chair or past recipient. The term of a Selection Committee member is five (5) calendar years and can be renewed once, if necessary. Members will be selected to be representative of industry sectors, geographical regions and Canada's two official languages. It is mandatory that at least two (2) experienced Selection Committee members remain in service when others retire from the committee.

The criteria for evaluating nominations will be developed by the Selection Committee to reflect the Award's Terms of Reference, and should be consistent with the general guidelines established by the H&F Committee. The Chair of the Selection Committee will initiate and manage correspondence only with the rest of the Selection Committee and with CSCE's H&F Awards Coordinator(s). The Chair is also responsible for other administrative duties related to the selection process, and for ensuring that the Selection Committee remains represented and has desired turnover.

Conflict of Interest

Members of the Selection Committee will declare a Conflict of Interest and withdraw from all deliberations if any award nominee is:

- a) currently from the same institution or corporation as the member.
- b) a professional collaborator with the member in the previous six years. (Service on a code committee or a grant or award selection committee is not considered professional collaboration in this regard)
- c) a post-graduate academic supervisor or supervisee of the member, at any time.
- d) related to the member.

The Chair of the Selection Committee shall report all Conflicts of Interest to the H&F Awards Coordinator(s).

Retention of Nominations

A minimum of two (2) complete nomination packages must be available for consideration in any award year. Should there only be one (1) complete nomination package for consideration, it will be retained for consideration in the next award year.

If it is deemed by the Selection Committee that there are no suitable candidates for the award from amongst the nomination packages received, then all those packages shall not receive further consideration in future years unless re-submitted.

If one candidate is recommended for the award, then the unsuccessful nomination package shall be retained for consideration in the next award year only.

Nominations received in "off years", when no award is made, shall be retained for consideration in the next award year.

Nomination Form - Ralph Haas Award

Canadian Society for
Civil Engineering



Société canadienne
de génie civil

CSCE award nominations **are strictly confidential**. Nominees cannot nominate themselves or request that someone else nominates them. Only the CSCE can inform Nominees that they have been nominated.

Les nominations aux prix de la SCGC **sont strictement confidentielles**. Les candidats ne peuvent pas se présenter eux-mêmes ou demander à quelqu'un d'autre de les présenter. Seul le SCGC peut informer les candidats qu'ils ont été nommés.

Eligibility requirements are as follows:

- current member of CSCE;
- 5 years of continuous CSCE membership.

Afin d'être éligible, le(a) candidat(e) doit :

- être membre en règle de la SCGC;
- avoir été membre pendant 5 années consécutives.

**NOMINEE/
CANDIDAT**

Name/
Nom:

Address/
Adresse:

Tel/
Tél:

Email/
Courriel:

Employer/
Employeur:

Position/
Poste:

Please submit a curriculum vitae, maximum five pages, that presents the Nominee's achievements.

Veillez soumettre un curriculum vitae, maximum cinq pages, qui présente les réalisations du candidat.

NOMINATOR'S STATEMENT / DÉCLARATION DU PROPOSANT

In making this nomination, I affirm that:

- I have not informed the Nominee of this initiative.
- Any Sponsors who have signed the letters of support are the primary authors of those letters.

En faisant cette nomination, j'affirme que:

- Je n'ai pas informé le candidat de cette initiative.
- Les sponsors qui ont signé les lettres de soutien sont les principaux auteurs de ces lettres.

Name (please print) / Nom (merci d'imprimer)

Signature

Date

Email/Courriel: _____

Tel/Tél: _____