

Honours and Awards Policy and Guidelines

Purpose and Scope

This policy and procedure governs the criteria, policy and processes for the awarding of The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) honours and awards on individuals who have contributed to the work of the College and/or women's health more broadly.

This document provides a summary of the individual honours and awards, as well as the eligibility criteria and associated processes for conferring College honours and awards.

The awarding of one specific honour and/or award does not preclude an individual being bestowed with another honour and/or award at a later date.

1. Background

RANZCOG bestows many awards to Fellows, members, individuals and groups who have made a significant contribution to the ongoing success and championing of the highest standards of healthcare for women throughout Australia, New Zealand and the Pacific.

RANZCOG therefore recognises these efforts through the consideration and conferral of an appropriate Honour or Award to be conferred upon an individual or group based on their nomination.

2. Process and consideration of nomination

- 2.1 The nomination period is open for three months during the year, from the beginning of March until the end of May, with nominations being consolidated by the Committee Coordinator and sent to Committee members for judging before being considered at the July meeting of the RANZCOG Honours Committee and the RANZCOG Board. Nominations must be made by a Fellow or Diplomate of the College. Nominations are made using the online nomination form and made in a generic manner whereby; a specific Award or Honour is not suggested by the nominator within the nomination. A nomination should clearly stipulate the contributions the individual or group has made in the area of College work and/or women's health. The Honours Committee will consider the nomination and allocate any the following awards: Honorary Fellow, RANZCOG Excellence in Women's Health Award, Distinguished Service Medal, Distinguished Service Award, and the RANZCOG Service Certificate.
- 2.2 ALL nominations must be completed using the online nomination form with a supporting nomination letter addressed to The President and a Curriculum Vitae of the nominee provided.
- 2.3 Honours Committee will consider all nominations received and will allocate the most appropriate honour or award to the individual or group, based on the nomination received and, in order to complete its evaluation, may make such confidential enquiries and seek further information about the nominee, as the committee thinks fit.
- 2.4 Throughout the nomination process, including the deliberations of the Honours Committee, strict confidentiality will be observed and should also be observed by nominators alike.
- 2.5 The Honours Committee, in putting forward recommendations of nominations for honours and awards to the RANZCOG Board, shall include full details of the nomination including all documentation supplied with the nomination.

- 2.6 The nominators shall be advised of the outcome of the nomination by the RANZCOG Honours Committee Chair.
- 2.7 Where a recommendation of the Honours Committee is approved by the RANZCOG Board, the President shall write to the nominee inviting them to accept the honour/award. A copy of this correspondence will be provided to the relevant regional Executive Officer, as applicable.

3. Honours and Awards

3.1 Honorary Fellowship

Award Criteria:

Honorary Fellowship is awarded to an individual who is not already a RANZCOG Fellow, for extraordinary and sustained contribution to the work of the College and/or to the betterment of Women's Health.

The Award:

The award is in the form of a citation, framed certificate and RANZCOG Lapel pin.

Regulations:

As per the RANZCOG Regulations A1.3, Honorary Fellows shall have the same powers, privileges and liabilities as a Fellow, but shall not be required to:

- a) Pay any entrance fee or annual subscription*
- b) Satisfy the Colleges Professional Development requirements*

Honorary Fellows are entitled to use the post-nominal RANZCOG (Hon), will receive access to all College publications, and are entitled to attend and speak but shall not be entitled to vote at general meetings. Honorary Fellows must comply with the RANZCOG Code of Ethical Practice and conduct themselves in a manner that reflects the standard of professional and ethical behaviour expected by the College. Membership as an Honorary Fellow may also be terminated pursuant to clause 5 of the RANZCOG Constitution and the processes outlined in the Standards and Complaints Committee (SCC) regulations. Honorary Fellows are required to inform the College Chief Executive Officer immediately should circumstances arise that may affect their membership status.

Presentation:

The Honorary Fellowship is usually presented at the Annual Scientific Meeting (ASM) but can also be presented at an RSM, New Zealand ASM or The President's At Home function based on availability.

Entitlements:

Travel: Economy flights for recipient and guest are covered by the College for attendance at The President's At Home function or \$7000 contribution towards international flights (recipient only)

Accommodation: Covered by the College for the duration of the ASM/RSM (up to x5 nights at nominated Meeting hotel) or one night accommodation when being presented at The President's At Home function.

Registration: Full complimentary registration at the ASM/RSM

Meals: Complimentary tickets to ASM/RSM Meeting Dinner or The President's Appreciation Dinner if presented at The President's At Home function.

Transfers: The College will cover the cost of transfers to and from hotels and airports as applicable.

3.2 Distinguished Service Medal

Award Criteria:

The DSM is awarded to members of the College who have made a distinguished and sustained contribution to the work of the College.

The Award:

The award is in the form of a silver medal, citation and framed certificate.

The awardee will also be entitled to use the term "RANZCOG Distinguished Service Medal <year>" on personal letterhead.

Presentation:

The Distinguished Service Medal is usually presented at The President's At Home function, an RSM, New Zealand ASM or local Event.

Entitlements:

Registration: Full registration costs of RSM/NZ ASM (if applicable)

Meals: Complimentary tickets for recipient (and guest) to RSM/NZ ASM meeting dinner or The Presidents Appreciation Dinner if presented at The President's At Home function.

Travel and accommodation: Travel and accommodation are *not* provided by The College and costs will not be paid or reimbursed by the College.

3.3 Distinguished Service Award

Award Criteria:

The DSA is awarded to persons other than Fellows of the College who have made a distinguished contribution to the work of the College.

The Award:

The award is in the form of a citation and framed certificate.

Presentation:

The Distinguished Service Award is usually presented at The President's At Home function, an RSM, New Zealand ASM or local Event.

Entitlements:

Meals: Complimentary tickets for recipient (and guest) to RSM/NZ ASM meeting dinner or The Presidents Appreciation Dinner if presented at The President's At Home function.

Travel and accommodation: Travel and accommodation are *not* provided by The College and costs will not be paid or reimbursed by the College.

3.4 RANZCOG Excellence in Women's Health Award

Award Criteria:

The REWHA is awarded to individuals who have made a significant contribution and ongoing commitment to Women's Health.

The Award:

The award is in the form of a silver medal, citation and framed certificate.

Presentation:

The REWHA is usually presented at The President's At Home function, an RSM, New Zealand ASM or local Event.

Entitlements:

Registration: Full registration costs of RSM/NZ ASM (if applicable)

Meals: Complimentary tickets for recipient (and guest) to RSM/NZ ASM meeting dinner or The Presidents Appreciation Dinner if presented at The President's At Home function.

Travel and accommodation: Travel and accommodation are not provided by The College and costs will not be paid or reimbursed by the College.

3.5 RANZCOG Service Certificate

Award Criteria:

The RANZCOG Service Certificate is awarded to individuals who have made a notable contribution to the work of the College at a regional or local level.

The Award:

The award is in the form of a citation and framed certificate.

Presentation:

The RANZCOG Service Certificate is usually presented at a Regional or NZ Local Event or the President's At Home.

Entitlements:

Meals: Complimentary tickets for recipient (and guest) to Regional or NZ Local Event if applicable.

Travel and accommodation: Travel and accommodation are not provided by The College and costs will not be paid or reimbursed by the College.

The Following Honours and Awards are nominated by specific persons or committees only:

3.6 President's Medal

Award Criteria:

The President's Medal is awarded to RANZCOG members who, in the President's opinion, have made an outstanding contribution to the work of the College.

Nominated by:

Nominations for this medal are made by the President by submitting a nomination letter through to the Honours Committee Coordinator, detailing the reason for the nomination and contributions the individual has made to the work of the College. The President's nomination shall be submitted during the same three-month nomination period and will be considered by the Honours Committee at the July meeting. The honours Committee will make a recommendation to the RANZCOG Board. The President's Medal will generally be awarded at least once in a Council Term.

The Award:

The award is in the form of a gold medal, citation and framed certificate.

The awardee will also be entitled to use the term "RANZCOG President's Medal <year>" on personal letterhead.

Presentation:

The President's Medal is usually presented at the New Fellows and Awards Presentation Ceremony as part of the Annual Scientific Meeting (ASM) but can also be presented at The President's At Home function based on availability of recipient.

Entitlements:

Travel: Economy flights for recipient are covered by the College for attendance at the New Fellows and Awards Presentation Ceremony or The President's At Home function. For international recipients a contribution of \$7000 will be made towards international flights (recipients only)

Accommodation: One night at nominated hotel for evening of the New Fellows and Awards Presentation Ceremony or one night accommodation when being presented at the President's At Home.

Registration: Ticket to New Fellows Ceremony for recipient and a guest when applicable **Meals:**

Complimentary tickets for recipient and guest to ASM Meeting Dinner or President's Appreciation Dinner if presented at the ASM

Transfers: The College will cover the cost of transfers to and from hotels and airports as applicable.

3.7 Distinguished Service Certificate

Award Criteria:

The Distinguished Service Certificate is awarded to members of the College who have made significant contributions over several years to the work of the College in one or more of the following areas:

- Board Member
- Councillor
- Chair of a College Committee who is not a Councillor
- Regional Committee Chair
- Regional Training Accreditation Committee Chair
- RANZCOG Examiner (For any program)

Nominated by:

Recipients will be recommended to the Honours Committee by Board Members, no seconder required. Board members shall submit a nomination letter through to the Honours Committee Coordinator, detailing the reason for the nomination and the contributions the individual has made to the work of the College.

The Distinguished Service Certificate should be submitted during the same three-month nomination period and will be discussed by the Honours Committee at the July meeting.

The Award:

The award is in the form of a citation and framed certificate

Presentation:

The DSC is usually presented at The President's At Home function.

Entitlements:

Meals: Complimentary tickets for recipient (and guest) to The Presidents Appreciation Dinner when presented at the President's At Home function.

Travel and accommodation: Travel and accommodation are *not* provided by The College and costs will not be paid or reimbursed by the College.

3.8 RANZCOG Aboriginal and Torres Strait Islander Women's Health Award

Award Criteria:

Individuals: The RANZCOG Aboriginal and Torres Strait Islander Women's Health Award is awarded to individuals, who identify as an Aboriginal or Torres Strait Islander person who have made a significant contribution to Aboriginal and Torres Strait Islander Women's Health Outcomes.

Groups: The RANZCOG Aboriginal and Torres Strait Islander Women's Health Award is awarded to groups (with at least one member who identifies as an Aboriginal or Torres Strait Islander person) that have made a significant contribution to Aboriginal and Torres Strait Islander Women's Health Outcomes.

Nominated by:

Nominations for this medal are made by the Aboriginal and Torres Strait Islander Women's Health Committee in consultation with Aboriginal and Torres Strait Islander women, organisations and communities.

The committee will be provided a nomination form specifically for this award. This nomination

form will not be advertised on the RANZCOG website.

Nominations shall be submitted during the three-month nomination period.

The Award:

For individuals: The award is in the form of a medal, citation and framed certificate.

For Groups: The team will receive a citation for the team and certificates for each member.

Presentation:

The RANZCOG Aboriginal and Torres Strait Islander Women's Health Award should be presented at an RSM or The President's At Home function or appropriate events based on location of awardee/s.

Entitlements:

Registration: Full registration costs of RSM (if applicable)

Meals: Complimentary tickets for individual (and guest) or Group only (not guests) to RSM meeting dinner or Presidents Appreciation Dinner if presented at the President's At Home.

Travel and accommodation: Travel and accommodation are not provided by The College and costs will not be paid or reimbursed by the College.

3.9 RANZCOG Māori Women's Health Award

Award Criteria:

The RANZCOG Māori Women's Health Award is awarded to individuals, or a group research project that has made a significant contribution to Māori women's Health outcomes.

Nominated by:

Nominations for this award are made by Te Kāhui Oranga ō Nuku. The committee will be provided a nomination form specifically for this award. This nomination form will not be advertised on the RANZCOG website.

Nominations shall be submitted during the three-month nomination period.

The Award:

The team or project will receive a citation for the team and certificates for each member.

Presentation:

The RANZCOG Māori Women's Health Award is usually presented at the New Zealand ASM, an RSM or the President's At Home.

Entitlements:

Registration: Full registration costs of NZ ASM/RSM (if applicable)

Meals: Complimentary tickets for recipients to NZ ASM/RSM meeting dinner or Presidents Appreciation Dinner if presented at the President's At Home.

Travel and accommodation: Travel and accommodation are *not* provided by The College and costs will not be paid or reimbursed by the College.

3.10 College Service Certificate

Award Criteria:

The College Service Certificate will be made on completion of a Council or regional term to members of the College in the following areas:

- Board Member
- Councillor
- Chair of a College Committee, subcommittee and/or Working Party who is not a Councillor
- Regional Committee Chair
- Regional Training Accreditation Committee Chair
- RANZCOG Examiner (for any program)
- Other contributors as deemed appropriate

Nominated by:

The Certificate is automatic by virtue of the office held. No nominations necessary

The Award:

A certificate citing the contribution to the work of RANZCOG

Presentation:

The College Service Certificate will be posted to the recipient or presented at the At Home, if the recipient is in attendance

4. Past President Nominations

A Past President of RANZCOG may be nominated for a College award after the following terms have passed

- President
- Immediate Past President
- Sit out for one term

Following this period, a Past President may be eligible to be nominated for a RANZCOG Award. Any nominations for a President or a Past President still within this term, will not be accepted for consideration.

5. Conferral of Awards

Up to 10 awards should be conferred each year, this number may increase in rare circumstances at the discretion of the Honours Committee. This does not include RANZCOG Service Certificates which are not capped.

Once the nominee's acceptance has been received, formal matters associated with the conferral of the award, such as the event at which it is to be presented, will be progressed through the College's Membership Team in liaison, where applicable, with the relevant Regional Executive Officer or meeting organiser.

The presentation of College Honours and Awards will be scheduled to coincide with a College Council Meeting, Annual Scientific Meeting or Regional Scientific Meeting or other College/local event within a calendar year of notifying the recipient.

6. Process for Appeals

Proposers or Seconders dissatisfied with a decision of the College, have the right to seek reconsideration, review and/or appeal pursuant to the Exceptional Circumstances, Special Consideration & Reconsideration Policy and the RANZCOG Appeals Procedures as applicable. These processes are handled confidentially and are conducted in accordance with the principles of natural justice and procedural fairness. Additionally, they serve to provide a mechanism by which any individual who is dissatisfied with a College decision can seek redress without fear of reprisal.

These policies may be accessed via the College website at

<https://www.ranzcog.edu.au/about/Governance/Policies-Procedures/Appeals-Procedures>

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1.1	June/2019	Process and consideration of Nomination information added
v2.1	July / 2020	Significant changes to Honours and Awards processes, Awards criteria, Conspicuous awards retired, Honours and Awards nominations open for 3 months per year rather than all year.
v3.1	June / 2021	Past President Nominations criteria added
v4.1	September/2021	College Branding update
V5.1	April /2022	Aboriginal and Torres Strait Islander Award criteria update

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