



AIPIO Awards Scheme

Overview: Each year, the Institute seeks to recognise excellence in the intelligence profession through the AIPIO Annual Awards Scheme. The Scheme offers awards for which an individual may apply for themselves, and those for which an individual or organisation must be nominated.

Each year the AIPIO Board will make awards in three categories:

Publication | **Organisation** | **Individual**

Nomination forms are to be returned by 5pm on **30 June of the respective year** for consideration.

Completed and signed nomination forms (and copies of papers for the Publication Award) should be scanned and emailed to secretariat@aipio.asn.au

Award winners will be notified by the AIPIO Board by the **end of July** in each respective year.

All awards will be presented during the AIPIO National Conference.

Publication Award (self-nomination permitted)

The AIPIO Publication Award is intended to stimulate research and writing on issues relevant to the intelligence profession in Australasia. Members and non-members of AIPIO are eligible to apply for this award. There is only one applicant selected for the Publication Award with a prize of **\$500** awarded. The award-winner also receives an AIPIO Certificate of Merit. The review panel will be coordinated by the AIPIO Board and will include the Journal Review Panel. The nominated piece must not have been previously published.

Organisation Award (requires independent nomination)

The AIPIO Organisation Award is intended to recognise an organisation that has made a distinguished contribution to the intelligence profession, with a particular focus on innovation in tradecraft development or application. The organisation's contribution must have been in the last 12 months. The nominee does not have to be affiliated with AIPIO to be eligible. There is only one nominee selected for this award category. The award-winner receives an AIPIO Certificate of Merit.

Individual Award (requires independent nomination)

The AIPIO Individual Award is intended to recognise an individual who has made a distinguished contribution to the intelligence profession. The individual's contribution need not be limited to the preceding 12 months and can be for the individual's long term contribution to the profession. The nominee does not have to be an AIPIO member to be eligible. There is only one nominee selected for this award category. The award-winner receives a complimentary registration for the AIPIO Conference (**value \$1000**) and an AIPIO Certificate of Merit. (Note: travel expenses and accommodation at the conference are not included.)

The following pages outline the criteria for nomination and selection of all three AIPIO Awards.

We look forward to receiving your nominations.



PUBLICATION AWARD

Purpose

The AIPIO Publication Award is intended to stimulate research and writing on issues relevant to the intelligence profession in Australasia.

Eligibility

Self-nomination for the Publication award is permitted. Members and non-members of AIPIO are eligible to apply. One author and multiple author publications will be accepted though there is only one prize for the successful entry. Members of the AIPIO Board, and other AIPIO personnel who participate in assessment, are not eligible to enter the competition. Publications that have been submitted previously to other award schemes or essay competitions or those previously published are not eligible to be submitted to the AIPIO Publication Award.

Form of Award

There is only *one* nominee selected for the Publication Award with a prize of \$500 awarded. The award-winner also receives an AIPIO Certificate of Merit. The AIPIO Board reserves the right to award no prize depending on the standard of entries that are submitted.

Topics

Publication should be aligned with the remit of *The AIPIO Journal* given the award winner's work will be published in the next edition of the Journal following the Annual Conference. Hence, relevant topics should promote the exchange of views on contemporary issues in Australian and international intelligence practice.

AIPIO seeks to encourage a broad cross-fertilisation of ideas from all AIPIO members and non-members working in the intelligence community. Research and thematic pieces relating to different practice contexts such as national security, law enforcement and business intelligence are welcome. Synopses of professional/workplace projects backed by appropriate references, conference papers and research contributions from university students and post-graduates in the field of intelligence are also welcome.

Authorship

Each publication must be the author's (or authors') own and original work.

Anonymity

Publication are assessed anonymously. Each publication should have the author's name and contact details (including mailing address, telephone number and e-mail address) on a detachable covering letter, which will be removed by a neutral member of the AIPIO Board and registered before the publications are passed to the assessment panel. Once the covering letter is removed, the publication should have no identifying markings other than the registration number. The identity of the author(s) of publications will only be revealed once the AIPIO Board has confirmed the award-winner.

Attribution of Sources

Any work, published or unpublished, to which reference is made or from which extracts are used in the publication, is to be acknowledged and cited. Footnoting is the required reference style for all publication entries. See the online guidelines, *AIPIO Journal Instructions to Authors* to ensure compliance with these standards.

Subsequent Publication

Entrants agree that their entry is available for publication by AIPIO.

Use of Classified Material

As all entries may be published, they are not to make use of classified material.



Format for Submission

Entries are to be written in essay format and in a style suitable for publication in the AIPIO Journal. Applicants should consult the online guidelines, *AIPIO Journal Instructions to Authors*, to ensure their work is aligned to these standards. Any publication that does not follow these guidelines or contain spelling or grammatical errors will be returned to the applicant for amending. Publications are to be written in English, typewritten, printed in hard copy, not less than 3,000 words in length and not more than 6,000 words in length. The cover sheet must include a synopsis of the submitted work of up to 300 words. The cover sheet must also certify that the work is the author's completely by including the following words:

Statement of Originality

*This publication does not contain any material which has been accepted for the award of any other prize or award scheme at any other institution. To the best of my/our knowledge and belief, it contains no material previously published or written by another person except where due reference is made in the text.
(signature of author(s) to follow)*

Assessment

Nominations are assessed anonymously by an awards assessment panel appointed by the AIPIO Board. The assessment panel will assess publications for the quality of research, originality, content, and style. The panel is looking for a piece of work that is well conceptualized, critically analyses and reviews the literature, in addition to one where the aims of the study are clearly articulated and met. Other important considerations include that the problem or issue of discussion appears worthy of in-depth study and originality is also important. There are many interpretations of 'originality', but in brief the panel will be looking for one or more of the following:

- Your publication says something not already articulated;
- You do original empirical work;
- You synthesise the literature in a way that hasn't been done before;
- You apply an existing model or methodology to a new context;
- You work across disciplines to provide new insights into intelligence; and/or
- You add to existing knowledge in a different way.

If you are in doubt whether your planned publication would be eligible under the 'originality' criteria contact the secretary at secretary@aipio.asn.au.

The Institute would prefer not to make an award in the Publication category if the assessment panel concludes that nominees are not sufficiently of a high calibre. The assessment panel will pass the most suitable nominees to the AIPIO Board for final confirmation of the award winner. The operations of the awards assessment panel and the decision of the AIPIO Board are final and no correspondence will be entered into.

Submission of Award Nominations

Completed and signed nomination forms and a copy of the nominated paper should be scanned and emailed to secretariat@aipio.asn.au

Due Dates

Nominations for the Publication Award are to be received by AIPIO by 5pm on **30 June** for consideration. No nominations will be accepted after this date.

Notification

Award winners will be notified by the AIPIO Board by the end of July in the respective year. All awards will be presented during the AIPIO National Conference unless advised otherwise. The recipient also will be profiled in the AIPIO Newsletter issued following the National Conference.



ORGANISATION AWARD

Purpose

The AIPIO Organisation Award is intended to recognise an organisation that has made a distinguished contribution to the intelligence profession, with a particular focus on innovation in tradecraft development or application. The organisation's contribution *must* have been in the last 12 months.

Eligibility

The nominated organisation does not have to be affiliated with AIPIO to be eligible. AIPIO members are eligible to nominate candidates for the Organisation Award category. Institute Members, AIPIO Board Members and other AIPIO personnel who participate in the assessment panel are not eligible to nominate organisations for this award. Board members who either work in or have an affiliation with any nominated organisations must stand down from the awards assessment panel when such nominees are discussed by the panel.

Form of Award

There is only *one* nominee selected for the Organisation Award. The award-winner will receive an AIPIO Certificate of Merit. The AIPIO Board reserves the right to award no prize depending on the standard of entries that are submitted.

Information for Nominators

An AIPIO Member may wish to recognise an organisation that, in their view, has made a distinguished innovative contribution to the advancement of the intelligence profession, producing a tangible, significant improvement. The organisation's contribution *must* have been in the last 12 months. The nominator needs to describe clearly how that organisation made a distinguished difference for that year. An organisation could, for example, have made a difference as an educator, developing new and novel capabilities/doctrine, built new partnerships domestically or internationally, or have demonstrated a proactive approach to engaging the profession.

Format for Submission

If you would like to nominate an organisation who you believe has made a distinguished contribution to the profession, as described above, you need to do the following:

- Complete the nomination form (attached) and ensure you include details of a point of contact within the nominated organisation, with whom you have confirmed the organisation's willingness to be nominated.
- In 300 words, provide a synopsis of why you think the organisation has made a distinguished contribution to the profession. Remember to describe and demonstrate clearly how the nominee has made a difference.
- Complete the conflict of interest declaration on the nomination form.

Assessment

Nominations are assessed anonymously by an awards assessment panel appointed by the AIPIO Board. The assessment panel is interested in receiving nominees across the broad spectrum of intelligence practice, including national security, law enforcement, business, and emerging practice areas. The panel will assess nominations based on the strength of claims made in the nomination documentation and further checking, as deemed necessary. The assessment panel will be looking for strong evidence of *distinguished* contribution, as described above, not just *a* contribution by an organisation. The Institute would prefer not to make an award in the organisation category if the assessment panel concludes that nominated contribution is not sufficiently of a high calibre. The assessment panel will pass the most suitable nominees to the AIPIO Board for final confirmation of the award winner. The operations of the awards assessment panel and the decision of the AIPIO Board are final and no correspondence will be entered into.

Submission of Award Nominations

Completed and signed nomination forms and a copy of the nominated paper should be scanned and emailed to secretariat@aipio.asn.au



Due Dates

Nominations for the Organisation Award are to be received by AIPIO by 5pm on **30 June** for consideration. No nominations will be accepted after this date.

Notification

Award winners will be notified by the AIPIO Board by the end of July in the respective year. All awards will be presented during the AIPIO National Conference unless advised otherwise. The recipient also will be profiled in the AIPIO Newsletter issued following the National Conference.



INDIVIDUAL AWARD

Purpose

The AIPIO Individual Award is intended to recognise an individual who has made a distinguished contribution to the intelligence profession. The individual's contribution need not be limited to the preceding 12 months and can be for an individual's long term contribution to the profession.

Eligibility

Only AIPIO financial Members are eligible to nominate candidates for the Individual Award category. The nominated individual does not have to be an AIPIO member to be eligible. Institute Members, AIPIO Board Members and other AIPIO personnel who participate in the assessment panel are not eligible to nominate individuals for this award. Board members who work closely with any nominated individual must stand down from the awards assessment panel when such nominees are discussed by the panel.

Form of Award

Only *one* nominee will be selected for the Individual Award. The award-winner will receive a complimentary registration for the AIPIO Conference to the value of \$1000 and an AIPIO Certificate of Merit. The AIPIO Board reserves the right to award no prize depending on the standard of entries that are submitted.

Information for Nominators

An AIPIO financial Member may wish to recognise an individual who in their view has made a distinguished contribution to the intelligence profession. The individual's contribution need not be limited to the preceding 12 months and can be for an individual's long term contribution to the profession. This allows Members to recognise, if desired, an individual's entire career achievements. An individual's distinguished contribution to the intelligence profession means a significant and tangible difference made by that individual within the profession. The nominator needs to describe clearly how that individual made a distinguished difference. For example, the individual could have made a difference as an academic/researcher, leader/manager, as an intelligence practitioner or in an international context.

Format for Submission

If you would like to nominate an individual who you believe has made a distinguished contribution to the profession you need to do the following:

- Complete the nomination form (attached) and ensure you include details of the individual being nominated.
- In 300 words, provide a synopsis of why you think the individual has made a distinguished contribution to the profession. Remember to describe and demonstrate clearly how the nominee has made a difference.
- Complete the conflict of interest declaration on the nomination form.

Assessment

Nominations are assessed anonymously by an awards assessment panel appointed by the AIPIO Board. The assessment panel is interested in receiving nominations from across the broad spectrum of intelligence practice; including national security, law enforcement, business, and emerging practice areas. The assessment panel will assess nominations based on the strengths of claims made in the nomination documentation and further checking, as deemed necessary. The panel will be looking for strong evidence of *distinguished* contribution not just *a* contribution by an individual. The Institute would prefer not to make an award in the Individual category, if the assessment panel concludes that nominees are not sufficiently of a high calibre. The assessment panel will pass the most suitable nominees to the AIPIO Board for final confirmation of the award-winner. The operations of the awards assessment panel and the decision of the AIPIO Board are final and no correspondence will be entered into.

Submission of Award Nominations

A completed and signed nomination form should be scanned and emailed to secretariat@aipio.asn.au



Due dates

Nominations for the Individual Award are to be received by AIPIO by 5pm on **30 June** for consideration. No nominations will be accepted after this date.

Notification

Award winners will be notified by the AIPIO Board by the end of July in the respective year. All awards will be presented during the AIPIO National Conference unless advised otherwise. The recipient also will be profiled in the AIPIO Newsletter issued following the National Conference.



AIPIO Awards Scheme – Nomination Form

To be received by AIPIO by 5pm on **30 June** (of the respective year)

Completed and signed nomination forms (and copies of papers for the Publication Award) should be scanned and emailed to secretariat@aipio.asn.au

Select Award

(Mark appropriate selection with an 'X')

Publication Award

Organisation Award

Individual Award

Nominee Details:

(If nominating an organisation, please include an individual from that organisation as a point of contact)

Name:	
Contact Number:	
Contact Email:	

Nomination Details:

In up to 300 words, provide a synopsis of why you think the individual/organisation has made a distinguished contribution to the profession. Remember to describe and demonstrate clearly how the nominee has made a difference.

For a Publication Award, please include a 300-word synopsis of the paper.

Nominated by:

Name:	
Contact Number:	
Contact Email:	

Conflict of Interest Declaration:

To be completed by the person making the nomination. (Not required for Publication Award self-nomination)

I declare that there is no conflict of interest in my submission of this nomination for the AIPIO Award. I agree to be contacted by the AIPIO Secretary to validate this declaration.

Signed: _____ Date: _____