

POLICY NUMBER: 10

Guideline Policy – Forbes Norris Award Review

Background:

The Forbes Norris Award is a programme administered and awarded by the Alliance.

The purpose of the Forbes Norris Award is to recognise a neurologist who has shown exceptional care and compassion in the study and management of ALS/MND.

The Award consists of an inscribed crystal bowl and framed citation of the awardee's work. It is presented each year during the Opening Ceremony of the Symposium.

Administration and Review Procedure:

Nominations for the Forbes Norris Award can be made by any individual or organization, and are not limited to Alliance members. Nominations will be accepted each year between **May 1 and November 1**. Nominations received after November 1 may be considered for the following year if resubmitted in the appropriate time frame.

The nomination form will be available each year on the Alliance's website. It will also be shared through email and social media, at the General Manager's discretion. All nominations must be submitted using the correct form, including any required supplemental documents. The nomination form is drafted by the Board of Directors and should be reviewed as necessary to ensure that it captures relevant and complete information.

Staff members are responsible for collecting nominations, ensuring that they are complete and sending finished nominations to the appropriate Committee for review after the deadline.

The Board of Directors is responsible for reviewing Forbes Norris Award nominations and approving the selection of a winner.

Nominations are first reviewed by a volunteer Committee consisting of the Chair of the Alliance, two Directors and two representatives from the World Federation of Neurology (WFN). The WFN representatives, who come from outside the Board, should be invited by the Chair to join the Committee on or after 1 November, to ensure that these individuals are not nominators or nominees. This Committee reads all nominations in detail and then presents a recommendation to the full Board of Directors.

This recommendation must then be approved or denied by a majority vote of the Board of Directors by circular resolution, in advance of the Annual Meeting in December.

All Forbes Norris Award nominations are reviewed, and a winner selected each year, at the discretion of the Board of Directors and the members of the Review Committee, based on the criteria outlined in this policy.

Eligibility:

The winner of the Forbes Norris Award must be:

- a major participant in the delivery of outstanding ALS/MND patient care, and
- a significant contributor to the medical literature on ALS/MND clinical management or basic science, and
- a member of team/s undertaking ongoing research into ALS/MND care, management and/or basic science.

Only neurologists can be nominated for the Forbes Norris Award.

Guideline Policy – Considerations:

The Review Committee and Directors must evaluate each nomination according to the eligibility criteria above. The Directors may develop scoring rubrics to evaluate nominations numerically based on these criteria.

All nominations will be considered equally, based on their merits and adherence to the eligibility criteria.

Directors are permitted to submit Forbes Norris Award nominations. However, nominators and nominees may not serve on the Award Committee, and Directors who have made a nomination must recuse themselves from voting.

Endorsed by the Board of the International Alliance of ALS/MND Associations

Signed:

A handwritten signature in black ink that reads "Carol Birks". The signature is written in a cursive style with a large, stylized 'B'.

Approved by the Board: 26 September 2017