

APM Education and Research Awards Steering Group (ERASG)

- Terms of Reference

These Terms of Reference will be applicable from March 2026 and will be reviewed every three years. Where 'members' or 'member' is used this refers to members of the ERASG unless otherwise specified. Where E&R Awards is used this refers to the APM Education and Research Awards.

1. Remit:

The ERASG and its members play an advisory role, accountable to the APM Events Team to:

- 1.1. ensure the judging process of the Education and Research Awards remains robust and the rules of entry are followed fairly.
- 1.2. finalise the winners and finalists based on judges' scores and feedback.
- 1.3. make suggestions and give advice on changes to categories, criteria and rules of entry.
- 1.4. select the winner of the Societal Impact Award based on the judging criteria (as applicable).

2. Scope:

- 2.1. The ERASG will scrutinise judges scores, making sure judges are adhering to rules, correct process and the code of conduct. The ERASG will also advise on the winners and finalists, in line with the judges scores and feedback
- 2.2. The ERASG will interpret and advise on rules of entry and advise on best way forward for disputes, conflicts of interest and breaches of the rules.
- 2.3. The ERASG advise on and make recommendations for changes to categories, criteria and rules of entry but the final decision for these will lie with APM.
- 2.4. The ERASG is not involved in the logistics, operations or marketing of the E&R Awards judging process or ceremony.

3. Key activities:

- 3.1. Use relevant feedback and insight from previous awards and other relevant sources to discuss and make recommendations to APM for changes to existing categories and criteria or new categories and criteria.
- 3.2. Discuss and make recommendations to APM for changes to the existing rules of entry.
- 3.3. Discuss and advise on resolutions on disputes or appeals from entrants.
- 3.4. Acknowledge and manage any conflicts of interest from judges, members of the ERASG or entrants, discussing any necessary action as required. ERASG members must abide by the APM Conflicts of interest Policy for volunteers.
- 3.5. Use judges' scores and feedback to confirm finalists and winners.

4. Membership:

Each member of the ERASG will have a specific role

Membership of the ERASG is entirely voluntary and ERASG members (apart from those specified) will not be employed by APM or under any contract. The ERASG members will consist of four volunteer members, ideally from a range of sectors (specific representation below), one of whom will be appointed by APM to Chair the group, plus four members employed by APM, which may consist of the Awards Moderator, APM Head of Events and Volunteer Engagement, APM Senior Events Manager and APM Senior Events Coordinator. In addition, two optional APM attendees may be invited to planning meetings – Head of Policy and Public Affairs and Research and Impact Advisor.

- 4.1. Chairman – to manage the meetings, ensure the group is adhering to these terms of reference.

- 4.2. Research representative – to represent entrants for research categories and advise on and make recommendations for changes to these categories
- 4.3. Academic representative – to represent entrants for academic (including graduate and postgraduate) categories and advise on and make recommendations for changes to these categories
- 4.4. Early Careers and Corporate Representative – to represent entrants for early careers and organisational categories and advise on and make recommendations for changes to these categories
- 4.5. Moderator – to oversee the judging process, interpret and advise on rules of entry and advise on best way forward for disputes, conflicts of interest, breach of the rules.
- 4.6. APM Events representatives – to contribute to the discussion and take forward agreed actions regarding rules, categories, criteria, the judging process and take minutes of the meetings.
- 4.7. APM Research representative – may not attend all meetings. To contribute to the discussion and recommendations around research and academic awards and to act as a link to the Research Advisory Group.

5. Terms of office:

- 5.1. The appointment panel will set volunteer members' individual terms of office to allow for planned succession and rotation. The usual arrangement will be three-year membership terms. No volunteer member shall serve for more than two terms, which may be served either consecutively or non-consecutively.
- 5.2. Members may stand down before their agreed term has elapsed by giving six months' notice.
- 5.3. The Awards Moderator and APM staff members will remain ERASG members for as long as they are employed or contracted by APM in their current roles.

6. Codes of conduct and behaviours:

- 6.1. All members will be required to:
 - 6.1.1 Undertake APM's Volunteering Onboarding, which includes adhering to – Volunteer Agreement Expected Behaviour Policy | Conflicts of Interest Policy | Social Media Policy | Safeguarding Policy | Data Protection Guidance | | Volunteer Handbook | APM Regulations
 - 6.1.2 Adhere to APM Project Education and Research Awards Judging code of conduct
 - 6.1.3 Adhere to APM's code of professional conduct
- 6.2. Any breach of any of these agreements may result in withdrawal of ERASG membership at the discretion of APM.

7. Appointment of members:

- 7.1. ERASG members and the Chair (from the ERASG members) will be appointed through an application and interview process. The final decision on appointments is at the discretion of APM staff (Senior Events Manager and Senior Events Co-ordinator), following consultation with the Volunteer Delivery Group members involved in assessing applications and conducting interviews.

7.2. The appointment timeline will be as follows:

7.2.1 Applications will open in May/June the prior year and will be open for a minimum period of one month.

7.2.2 The appointments will be made and informed before the Education and Research Awards Steering Group Meeting One in October.

7.3 Applicants will be chosen based on suitability for the role, including (but not limited to) past career and awards (both APM and other) experience, which could include judging.

8. Eligibility

8.1. Members of the ERASG must be paying members of APM for the duration of their term of office, or they may be asked to step down from the ERASG.

8.1 It is preferable for members to have had some experience in a similar role, or a judging role, either at the APM Awards or other awards, but this is not essential

8.2 ERASG members will be unable to apply to be a judge or entrant of the APM Education and Research Awards.

9. Meetings and attendance:

9.1. There will be at least three meetings a year (held online on Microsoft Teams), plus judges training that ERASG member will be expected to attend. Meetings may cover the following areas and may last approximately two hours.

9.1.1 **Meeting one** – Confirm categories, criteria changes, rules of entry and judging process. This meeting will take place in October.

9.1.2 **Judges training** – All ERASG members are required to attend the online judges training once every three years to help familiarise themselves with the judging process.

9.1.3 **Meeting two** – Confirmation of finalists and winners, recommendation for resolutions on conflicts of interest or breach of rules. This meeting will take place in March.

9.1.4 **The Ceremony** – ERASG members are invited to attend the ceremony.

9.1.5 **Meeting three** – De-brief for the previous year, including discussions and recommendations for changes to criteria, categories, judging process and rules of entry. This meeting will take place in May.

9.2 Additional meetings or calls can be organised in addition to these three if the need arises and it is expected that communication will take place in between meetings between members of the group, albeit decisions will only be taken in a formal meeting.

9.3 Each member will be expected to attend all three meetings, including the judges training. If a member attends fewer than two meetings in a year or does not attend the judges training they may be asked to step down from the ERASG

9.4 Meetings will take place in predominantly on conference calls to be organised by APM, but if face to face meetings are required, they may take place in a mutually agreed location.

10. Expenses

Members of the ERASG will be entitled to reclaim expenses incurred as a result of ERASG activity in line with the APM Expenses policy for volunteers.