

## The International C3E Awards Program – FAQ

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### What is the International C3E Awards Program?

Recognizing leadership and achievement promotes career advancement and inspires women of all ages to contribute to the clean energy field and helps to close the gender gap.

That’s why the Clean Energy, Education, and Empowerment (C3E) is establishing an international C3E Awards program. Canada is leading this effort in partnership with Women in Renewable Energy (WiRE) and hopes to bring other C3E countries on board to help advance the international C3E awards program. The program will contribute to C3E’s goals to inspire women around clean energy issues in order to attract more young women to these important careers, to support their advancement into leadership positions, and connect women in clean energy around the globe. There is opportunity for alignment between award winners and expansion of the C3E Ambassador Program.

The program's key objectives in 2019/2020:

1. Support the advancement of women in the energy sector by recognizing and celebrating professional women, based on merit.
2. Increase awareness of strong women role models and their success, with the objective of inspiring other women, to a high-level, international and domestic audience.
3. Attract more women to careers in the clean energy transition.
4. Present the second annual awards at the Clean Energy Ministerial in Chile in June 2020

### What are the awards categories?

NRCan launched the International C3E Awards program in 2019 at the CEM10/MI-4 Ministerial in Vancouver, presenting two awards at the inaugural awards ceremony. This year the same two categories are open for nominations.

1. **C3E Woman of Distinction Award:** Following the example of WiRE, the C3E Woman of Distinction Award will recognize and celebrate a professional woman working in the energy sector who go beyond 'business-as-usual'. If C3E ExCo members agree, the winner of this award could be invited to become a C3E Ambassador.
2. **C3E Organizational Leadership Award:** This award will recognize an organization which has taken actions to recruit, develop, and retain women within the clean energy sector. This award will be open to public, private, and non-profit organizations. This could be linked to the Equal by 30 Campaign.

### Nominations:

#### How do I submit a nomination?

All nominations must be submitted online via [WiRE's](#) online portal, which is already open for the nominations.

To submit a nomination, the following documentation must be provided. Supporting documentation must be submitted via email to [vkitchell@womeninrenewableenergy.ca](mailto:vkitchell@womeninrenewableenergy.ca)

The last day for submissions will be March 20<sup>th</sup>, 2020.

### C3E WOMAN OF DISTINCTION AWARD

- A curriculum vitae of the nominee;
- A nomination letter describing the merit of the nominee;
- Letters of support that reinforce the argument made in the nomination letter;
- 250 words explaining nominee's contribution to the advancement of women in the energy sector (The nominator must provide examples demonstrating how the nominee has shown exceptional leadership in the clean energy sector and advanced the role of women);
- Contact information for the nominee.

### C3E ORGANIZATIONAL LEADERSHIP AWARD

- A curriculum vitae of the nominee;
- A nomination letter describing the merit of the nominee;
- Letters of support that reinforce the argument made in the nomination letter;

- 250 words explaining nominee's concrete actions and achieved results in recruiting, developing, and retaining women within the clean energy sector in line with equal pay, equal leadership, and equal opportunities;
- Contact information for the nominee.

#### Who may submit a nomination?

**C3E Woman of Distinction Award:** Nominations must be submitted by a third party (i.e. self-nomination is not allowed). It can be submitted by an individual, association, university or college, professional society, or other organizations (including for- and non-profits).

**C3E Organizational Leadership Award:** Organizations may nominate themselves. Nominations may be submitted by an individual, association, university or college, professional society, or other organizations (including for- and non-profits).

#### What are the nomination criteria?

Nominees must stand out as a leader who has advanced the role of women and has contributed significantly to the expansion/improvement of the clean energy sector.

This may be demonstrated by the nominee through excellence in areas such as:

- Leadership;
- Policy and advocacy;
- Technical advancement and R&D;
- Project development;
- Community engagement;
- Promotion / adoption of clean energy technologies;
- Volunteer work;
- Being a role model and contributing to the advancement of women in the energy sector.

#### What is the timeframe for nominations?

Nominations are open in [WiRE's](#) online portal, and will close March 20<sup>th</sup> 2020.

Late submissions will not be accepted.

#### Judge Selection:

##### How are judges selected?

Canada is seeking input from C3E member countries on the composition of the judging panel.

The following factors should be kept in mind in order to ensure the assembly of a diverse panel.

1. Gender diversity;
2. Broad representation of industry expertise, including R&D;
3. International representation;
4. Representation from the International Energy Agency;
5. Representation from the Clean Energy Ministerial Secretariat;
6. Representation from C3E Ambassadors.

A member of WiRE's Advisory Board will be a member of the judging panel.

### How many judges will be on the panel?

We anticipate that 8-10 judges will be needed. This number may change depending on the number of nominations received, the number of awards being distributed, and input from C3E member countries.

### What is the time commitment for judges?

The adjudication period will be from March 20<sup>th</sup> 2020 to May 8<sup>th</sup> 2020. During this period, there will be an estimated commitment of 6-10 hours over a period of 3-4 weeks, but it is possible that more time will be needed depending on the number of nominees. A majority of the time commitment will be spent on an individual basis reviewing nominees (WiRE will have already completed a pre-screening to identify qualified nominees).

Judges must participate in an introductory call at the start of the adjudication period, and a final call to mediate a tiebreaker situation or provide advice on divergent judgements.

### How will the judges be supported?

Judges will be supported by WiRE throughout the process. WiRE will undertake pre-screening to ensure nominees are qualified. Nominations will be packaged for ease of review by judging panels. The WiRE Awards and Recognition Sub-Committee will be available as a resource to discuss and address questions from judges. WiRE will handle the scheduling and management of the adjudication process.

### Adjudication:

#### Is there a process in place if there is a tie?

Should there be a tie in any of the award categories, judges will discuss and resolve the situation on a final call organized by WiRE.

#### What is the evaluation procedure?

Each judge will evaluate a set of nomination packages against a judging rubric. Every package will be evaluated by multiple judges. Once overall scores are compiled, the top nominations will be presented for evaluation by the panel.

#### Is there a runner-up style system with 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>?

The awards program will publicly announce 3 finalists before announcing the final winner(s). The publication of finalists will help attract attention and raise awareness about the finalists as well as the awards program.

Confirmation of the publication of finalists can be made once we know the size of the nomination pool.

### Marketing/Promotion:

The awards program will be promoted through a number of channels, including the CEM Secretariat, the IEA, WiRE, using the CEM11 2020 website, the Equal by 30 website, and by distribution through C3E Member countries. Promotion may also be clustered around significant events such as International Women's Day.

### Short Listing:

#### How will finalists be notified?

WiRE will notify finalists and the winner(s) shortly after the conclusion of the adjudication process. Winners will be notified at least 4 weeks before the beginning of the Clean Energy Ministerial to allow time for winners to organize travel to the awards ceremony.

**Final Award:**

[When and where will the award be presented?](#)

The award will be presented in early June 2020, during a session related to advancing gender equality at the Clean Energy Ministerial in Chile.

The winners will receive a trophy recognizing their accomplishment.

**The time and date has NOT been confirmed, and is still subject to change.**