

THE  
COMMUNICATIONS  
AND ELECTRONICS ASSOCIATION

C&E HERITAGE  
COMMITTEE



ASSOCIATION  
DES COMMUNICATIONS  
ET DE L'ÉLECTRONIQUE

COMITÉ DU PATRIMOINE  
DES C ET É

## CANADIAN MILITARY C&E HERITAGE AWARDS

### OBJECTIVE:

As part of the C&E Association's Awards and Recognition Programme, the Heritage Awards are intended for persons and organizations who promote our heritage and honour our legacy through their actions.

### AIM:

To recognize individuals, teams, and organizations who make a noteworthy contribution to the preservation, education, and celebration of Canada's Military C&E Heritage.

### ELIGIBILITY:

Though candidates will most likely come from within the C&E community, any individual, team, or organization can be nominated if – in the opinion of the nominator – they meet the criteria of an award category.

Individuals, teams, military units, and organizations may derive from:

- The Regular or Reserve Force of the CAF;
- C&E Clubs and Associations;
- Private and Public Companies;
- Academic Institutions; or
- A Commemorative Project Team (examples include individuals, teams, or organizations dedicated to the development of heritage educational packages, research on unit missions, honouring a fallen hero, participation in commemorative events such as the Nijmegen March or adventure training to a heritage site, or the creation of a C&E memorial / display).

### RESULTS OF SELECTION:

Award nominators will be advised of the decision with respect to their submission(s) through appropriate channels. The nominator of the award shall be responsible for electing an appropriate time and place to notify their nominee.

It is the C&E Association's intent that **Individual and Collective Heritage Awards** be announced publicly during **C&E Week** in October (the H&A portion of the Branch Update). If not possible, then awards will be presented at time and place as determined by the President of the C&E Association and the Colonel Commandant. Afterwards, names of award recipients – along with their citations – will be published on CMCE.

### AWARD DESCRIPTION:

All Heritage Award recipients a **signed certificate** – as shown below – bearing an appropriate citation and details. It is signed by the the Colonel Commandant and the Branch Leader. Additionally, individuals and organization shall receive a **wooden plaque** bearing the proper citation and tier of award granted.

Additional awards, tokens, or mementoes – for example, a piece or component of a restored work related to the award, or a document / letter signed by appropriate authorities – may be given. Such details and arrangements must be made with the office of the Colonel Commandant to ensure all matters are properly rehearsed and well-coordinated.



### AWARD CATEGORIES:

The Heritage Awards are broken down as follows:

- **Collective Heritage Award:**  
To recognize the role of a team or an organization in the planning, development, execution, and delivery of a capability, product, or project that makes a significant and lasting contribution to Canada's Military C&E Heritage. The recipient need not be a member of the C&E community. The award could go to a corporation, a non-profit organization, or school.
- **Individual Heritage Awards:**  
Presented annually with no quota on the number of awards that can be made in any grade ...
  - **1<sup>st</sup> Tier: Lifetime Achievement** – This grade recognizes a lifetime of service to Canada and to the preservation, education, and celebration of the heritage and traditions of the Canadian Military C&E community.
  - **2<sup>nd</sup> Tier: Honour** – This grade recognizes an exceptional effort and an outstanding contribution to Canada's Military C&E Heritage, which reflects well on the award recipient and on the entire Canadian Military C&E community.
  - **3<sup>rd</sup> Tier: Merit** – This grade recognizes a significant contribution to Canada's Military C&E Heritage.

### **SUBMISSION PACKAGE AND PROCESS:**

Nominations may be submitted at any time after the **1st of April** in any given year if, in the opinion of the nominator, the recipient has met the posted criteria for the category and grade of the award. Deserving nominations may also be made posthumously. Unsuccessful applications may be re-nominated in subsequent years.

Timelines and submission details are as follows ...

- **01 April:**  
A call for nominations notice will be posted annually on CMCEN on – or proximate to – the 1st of April.
- **15 July:**  
Nominations must be received NLT 15 July of any year for consideration of an award in that year. All applications shall be submitted electronically to [SecretaryHeritage@cmcen.ca](mailto:SecretaryHeritage@cmcen.ca) as described in the submission template.
- **August-September:**  
Selection boards occur in the August-September timeframe.
- **October:**  
Presentations are made during C&E Week (H&A portion of the Branch Update) in the late October timeframe.

### **HERITAGE AWARDS SELECTION BOARD (HASB):**

Selection of award recipients is done by the HASB in August-September (for presentation in October). The Secretary of the HASB will establish a review / scoring methodology before nominations are viewed. The process for scoring, ranking, and final selection will be consistent and transparent. The HASB reserves the right to recommend to the HASB Chair a change to the grade of the Individual Heritage Award as originally submitted if, in their opinion, such a change is warranted. All aspects of the nomination, selection, and award announcement process are to be confidential. The HASB shall inform successful applicants through the nominator. Afterwards, the Branch Office Staff may liaise with the recipient so as to co-ordinate timings and logistics.

Though the Heritage Committee aspires to staff its own board, this is not always possible. In the past, the Heritage Committee leveraged the **C&E Branch Subaltern & Member of the Year Award** board members to form a HASB. Chaired by the Colonel Commandant and coordinated by the Heritage Secretary, this *ad hoc* HASB proved successful in previous years and remains a viable board composition option. The standard HASB is staffed by the following positions:

- **Chair:**  
The C&E Branch Colonel Commandant will serve as the de facto Chair of the HASB. Should the Colonel Commandant not be available to act as Chair, he / she will appoint an appropriate replacement. The duties and obligations of the Chair are to:
  - confirm the availability and attendance of HASB members;
  - convene the HASB, including permitting attendance via tele- or video-conference;
  - manage deliberations and seek consensus in the selection of award recipients;
  - abstain from taking a position for or against any nomination or from voting on the award nominations, except in the case of a tied vote; and
  - arrange for proper presentations of awards (or delegate to a suitable authority).

- **Secretary:**

The 'Awards Member' of the C&E Heritage Committee will assist the Chair in the performance of his / her duties and advise on the scoring / selection process. The secretary collects and disseminates nominations to committee members, conducts board voting, records decisions, and maintains all documents. The Secretary is a non-voting member.

- **Branch Adjutant:**

The Branch Adjutant provides administrative support to the HASB, including the coordination of award announcements / presentations based on HASB deliberations.

- **Members:**

The HASB will consist of an even number of members, with the minimum being eight, based on the following appointments/criteria:

- Branch Advisor
- Branch CWO
- 1 x Regular Force officer or Warrant Officer (CWO, MWO, or WO) from any C&E unit
- 1 x Reserve Force officer or Warrant Officer from any C&E unit
- 2 x Retired C&E members (from Clubs, Legions, Associations, etc.)
- C&E Museum Curator/Archivist
- Honest Broker – appointed by the Chair – who is not a member of the C&E community and whose role is to provide an objective view of both the process and the nominations.

**APPLICATION SUBMISSION GUIDANCE:**

Nominators should closely review the following criteria prior to completing and submitting the nomination form. Once completed, e-mail the completed form to [SecretaryHeritage@cmcen.ca](mailto:SecretaryHeritage@cmcen.ca):

- Review the award criteria and category descriptions before starting the submission
- Write the nomination for readers as if they are unfamiliar with the specific deed, programme, activity, person, or team
- Use clear, concise, and succinct language; avoid acronyms and obscure terminology
- Identify any obstacles or difficulties that had to be overcome to achieve the end results
- Focus on the result and / or impact. Describe actions and achievements that warrant the presentation of the award. Substantiate with concrete examples.
- Highlight the scope / significance of the achievement (short-term, long-term, local, regional, national)
- Provide one (1) or two (2) references / contacts who would be able to support / amplify the narrative if contacted by the Heritage Awards Committee.
- Treat your nomination and the nominee with respect. DO not divulge the fact that you have made the nomination. Safeguard the details of the application from the nominee or anyone who may relay the information to the candidate.