

GUIDELINES FOR THE FEDERATION OF EUROPEAN LITERACY ASSOCIATIONS AWARD FOR INNOVATIVE LITERACY PROMOTION IN EUROPE

1. Name

The Award shall be known as the Federation of European Literacy Associations Award for Innovative Literacy Promotion in Europe.

2. Purpose

To recognise, celebrate and reward innovative work for literacy promotion in Europe nominated by one or more member associations of the Federation of European Literacy Associations.

3. Nature of the Award

Inscription in a roll of Award winners, public presentation of an Award Certificate, and support for the person, or at least one of the people, who carried out the work so honoured to attend the European Conference on Literacy at which the Award is to be presented.

4. Eligibility

4.1 *Qualifying Period*

The work for which the Award is sought shall have been completed during the two years ending one year before the Conference at which the Award is to be presented. On-going work may be considered eligible provided that significant outcomes have been achieved by the date of nomination.

4.2 *Innovation*

The work shall constitute a change in literacy activities within the country/ countries of the nominating association(s), and may have been carried out by the nominating association(s), or by a person(s) within the relevant country/ countries, depending on local circumstances.

4.3 *Nature of the Work*

Categories of work which shall be eligible shall include, but not be restricted to, pedagogy, research, contributions to thinking about literacy, professional development, remediation, organisation of the nominating association(s), publication, publicity, and recruitment of members of the nominating association(s).

4.4 *Status of nominating associations*

Nominations shall be submitted by associations, and not by individuals. Nominations may be submitted by individual associations or jointly by two or more associations. Nominations can be accepted only from associations which are members in good standing of the Federation of European Literacy Associations at the date of nomination. No association may be a party to more than one nomination in any cycle, and any association(s) whose nomination is successful in one cycle shall not be eligible to nominate in the next.

5. Nominations

Nominations shall be written in English, and contain a description of the relevant work, including its eligibility, aim, nature, scope, national and cultural context, innovative aspect and outcomes.

6. Timetable

6.1 The Award shall be made biennially, at the European Conference on Literacy.

6.2 Announcements inviting nominations shall be made known to member associations in good time.

6.3 Nominations shall be submitted to the Chairperson of FELA by 1 September in the year before the year in which the Award is to be presented.

6.4 Then:

- copies of the nominations to the Award Committee by 15 September;
- Award Committee to consult by 15 November;
- the Committee immediately thereafter to inform the Chairperson of FELA of its recommendation for the Award;
- FELA to consider the recommendation and, if thought fit, endorse it; also to decide on financial implications;
- immediately thereafter, the Chairperson of FELA to inform all nominating associations, and seek to ensure the attendance at the upcoming European Conference of the person, or at least one of the people, who carried out the work so honoured; and
- the award to be presented at the European Conference.

6.5 FELA's decision shall be final and binding.

7. Award Committee

7.1 Membership

The Award Committee shall consist of the Chairperson of FELA, plus all previous Chairpersons of FELA and of the International Development in Europe Committee of the International Reading/Literacy Association (IDEC) who wish to serve. FELA may appoint to the Award Committee up to two additional members from associations not already represented on the Award Committee.

7.2 Exclusion

If the association to which a member of the Award Committee belongs is party to a nomination for the Award, that person shall not take part in the deliberations on that occasion. For each such exclusion, FELA may make a further appointment.

7.3 Powers

The Award Committee shall, within the spirit of these Guidelines and taking account of national cultures and contexts, determine its own procedures and criteria for judging nominations, including the European dimension, and shall keep a record for FELA of its procedures and criteria.

The Award Committee shall have the right to recommend that no award be made.

The Award Committee may make recommendations to FELA for the modification of these Guidelines.

8. Finance

FELA shall seek sponsorship for the Award.

9. Publicity

The Award shall be publicised on the FELA website, and, if possible, in the Programme and any Proceedings of the European Conference, and in member associations' newsletters, journals and websites. Publicity through the mass media shall also be sought.

The person, or at least one of the people, who carried out the work so honoured shall be invited to give a paper describing the relevant work at the Conference at which the Award is presented.

10. Modification of these Guidelines

FELA shall review these Guidelines regularly, and shall have the right to modify them; that right shall apply even during a cycle of nominations for the Award, subject to maintaining fairness to those nominated and to the nominating association(s).

11. Adoption

These Guidelines were first adopted at the IDEC meeting of 26–27 January 1996 in Brussels. This version was adopted at the meeting in Riga, Latvia, in January 2018. Whenever these guidelines are modified, this clause shall be amended to show the date at which they were last modified.