

TRIBOLOGY TRUST GOLD MEDAL NOMINATION: GUIDANCE FOR NOMINATORS, SECONDBERS, CANDIDATES AND CHOSEN EXPERTS

Nominations for the Tribology Gold Medal should be able to demonstrate excellence and/or a significant influence on the subject of tribology, at an international scale.

As this is a prestige award, proposers and experts will be asked to testify that they consider the applicant to be an outstanding engineer or scientist in the field of tribology who, in their opinion, justifies consideration by the Awards Committee for this international prize awarded annually.

Aspects that will be considered by the Awards Committee are

- a.) The candidate's main achievements in tribology
- b.) The candidate's influence in the development of tribology
- c.) The candidate's influence on science and technology in tribology
- d.) The influence of the candidate's work on industry and/or the economy
- e.) The influence of the candidate's work on tribological education
- f.) Any other relevant information

The terms of the Trust Deed prevent any consideration of affiliation (whether of institution or country) from being taken into account in the selection of the Gold Medal.

Since it is important that the winner is recognised internationally, we require that support for each candidate, in the form of the statements from the proposer, seconder and at least three experts, come from engineers/scientists working in five different countries.

TRIBOLOGY TRUST GOLD MEDAL: GDPR REQUIREMENTS

In line with the law on "General Data Protection Requirements" the Institution of Mechanical Engineers (who administer the Tribology Trust) can only accept a candidate's nomination for the award if the associated information is held in compliance with the six GDPR principles:

1. Lawfulness, fairness and transparency

Transparency: Tell the subject what data processing will be done.

Fair: What is processed must match up with how it has been described

Lawful: Processing must meet the tests described in GDPR [article 5, clause 1(a)]

2. Purpose limitations

Personal data can only be obtained for "specified, explicit and legitimate purposes"[article 5, clause 1(b)]. Data can only be used for a specific processing purpose that the subject has been made aware of and no other, without further consent.

3. Data minimisation

Data collected on a subject should be "adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed".[article 5, clause 1(c)]that is, no more than the minimum amount of data should be kept for specific processing.

4. Accuracy

Data must be "accurate and where necessary kept up to date" [article 5, clause 1(d)]. Base-lining ensures good protection and protection against identity theft. Data holders should build rectification processes into data management / archiving activities for subject data.

5. Storage limitations

Regulator expects personal data is "kept in a form which permits identification of data subjects for no longer than necessary". [article 5, clause 1(e)]
i.e. Data no longer required should be removed.

6. Integrity and confidentiality

Requires processors to handle data "in a manner [ensuring] appropriate security of the personal data including protection against unlawful processing or accidental loss, destruction or damage". [article 5, clause 1(f)]

So far as the Tribology Trust Gold Medal is concerned, this requires that information about and supplied by the candidate, the proposers and the expert referees should be held in confidence to the administrators and the Tribology Trust Awards Committee, that permission should be sought for such retention from each supplier of information and that the data be destroyed when the candidate ceases to be under consideration for the award, normally after three years of consideration.

TRIBOLOGY GOLD MEDAL PROCEDURAL FORMALITIES

Before the Institution of Mechanical Engineers, on behalf of the Tribology Trust, can include a new candidate to the list being considered for the tribology gold medal, we *must* have confirmation of the following:

1. The *Candidate's* signed and dated agreement that they are willing to be considered for the tribology gold medal
 - That the *Candidate* is happy for you to supply us with their information (name, address, telephone, email, date of birth, country, job title, name and contact details of the organisation they work for, details of the work they have carried out). They are content for you to share this with a *Seconder* – someone who will second your nomination, plus three other worldwide experts (from three different countries); and for the Institution of Mechanical Engineers to consult with up to three other experts before making a decision.
2. The *Nominator*:
 - Takes responsibility of being first point of contact for the *Candidate*
 - Signs to confirm Institution of Mechanical Engineers has permission to hold the *Nominator's* contact details (name, job title, address, email etc)
 - Signs to confirm this process will be followed, that the *Nominator's* and the *Candidate's* details are correct, that they will inform IMechE as and when any details (their, the *Candidate*, *Seconder* and three experts) change and provide new information
 - Take responsibility for contacting and gathering all the signed and dated material from the *Seconder* and the three *Chosen Experts*
3. The *Seconder*:
 - Takes responsibility of being second point of contact for the *Candidate*
 - Signs to confirm Institution of Mechanical Engineers has permission to hold the *Seconder's* contact details (name, job title, address, email etc)
 - Signs to confirm this process will be followed, that the *Seconder's* and the *Candidate's* details are correct, that they will inform

IMechE as and when any details (their, the *Candidate*, *Seconder* and three chosen experts) change and provide new information

4. Each *Chosen Expert*:
 - Takes responsibility of being one of the experts for the *Candidate*
 - Signs to confirm Institution of Mechanical Engineers has permission to hold expert one, two and three's contact details (name, job title, address, email etc)
 - Signs to confirm this process will be followed, that the expert's and the *Candidate's* details are correct, that they will inform IMechE as and when any details (their, the *Candidate*, *Seconder* and three experts) change and provide new information
5. The *Candidate*, *Nominator*, *Seconder* and three *Chosen Experts* must agree to:
 - Provide Institution of Mechanical Engineers with permission to approach up to three other worldwide experts (from three different countries)
 - The names of the experts Institution of Mechanical Engineers intends to contact will be advised and permission sought from the *Candidate*. If no response or any objection[±] is received then, the pursuit to be nominated will cease.

[±]Objections

Objections to particular IMechE experts being approached will be accepted as long as the *Candidate* / *Nominator* / *Seconder* / *Chosen Expert* can provide written explanation either individually or as a group to show that there are grounds for excluding that IMechE expert from the inquiry into the *Candidate's* worthiness.

If an objection is received against one IMechE expert and considered to be valid, the Institution of Mechanical Engineers can identify a new IMechE expert and – going through the same procedure as above – make contact with them

Without agreement from all parties, the Candidate's nomination cannot be pursued and will cease with immediate effect.

View the Institution of Mechanical Engineers' [privacy policy](#)