ASIAN FORENSIC SCIENCES NETWORK

TERMS OF REFERENCE
FOR AFSN DISTINGUISHED SERVICE AWARD

AFSN TERMS OF REFERENCE FOR AFSN DISTINGUISHED SERVICE AWARD

1. Name

1.1. The name of the award is AFSN Distinguished Service Award.

1.2. The shortform is DSA.

2. Aim

2.1. To recognise and celebrate individuals who have made outstanding contributions to the growth, development, and success of AFSN by:

i. Fostering excellence and advancing forensic science within our member institutes

ii. Strengthening collaboration and knowledge sharing across our community

iii. Enhancing the prestige and reputation of AFSN within the international community

2.2. To inspire continued dedication and service amongst current and future AFSN's participants.

2.3. To create role models who exemplify the values and objectives of AFSN.

3. Number and frequency

3.1. Award will be given to maximum of one individual per calendar year.

4. Award component

4.1. DSA may include the following components:

i. A plaque featuring the award name, AFSN logo, and the recipient's name

ii. A formal certificate of recognition signed by AFSN Board President

iii. Award to be presented at AFSN Annual Meeting & Symposium

iv. Feature article in ForensicAsia

v. Permanent recognition on AFSN website

5. Nomination

5.1. Any member institute may nominate candidates, including individuals from their own or other member organisations.

5.2. The nominee shall be a current or retired staff of AFSN member institute.

5.3. Self-nominations shall not be accepted to maintain the award's prestige.

5.4. Nominations must be submitted to AFSN Secretariat by the designated annual deadline.

5.5. Each institute may submit a maximum of one nomination per calendar year.

5.6. Required documentation:

i. Completed nomination form with detailed justification (maximum 2,000 words)
ii. Comprehensive curriculum vitae of the nominee
iii. Three letters of support from different member institutes
iv. Portfolio of evidence demonstrating the nominee's contributions

6. Reviewing Nominations

6.1. An Awards Evaluation Committee shall be set up which comprises five representatives from different member institutes of at least three different countries.

6.2. Where a member of the Awards Evaluation Committee and a nominee are from the same member institute, the Committee member must declare the conflict of interest and recuse themselves from all deliberations and voting related to the affected nominee(s). In such cases, the Committee member shall be replaced by an alternate member of a different member institute for the evaluation of that particular nominee to ensure the Committee maintains its full membership during the assessment process.

6.3. The nominations shall be evaluated in the following framework:

(a) Primary criteria (70% weighting):

i. Demonstrated exceptional service or contribution to AFSN's mission and objectives
ii. Significant impact on advancing the field within the international community
iii. Evidence of collaborative work across multiple member institutes or countries
iv. Advancing forensic science within AFSN member institutes

v. Leadership in promoting AFSN's values and standards

(b) Secondary criteria (30% weighting):

i. Duration and consistency of involvement with AFSN
ii. Mentorship and capacity building contributions
iii. Publications, presentations, or other scholarly contributions benefiting AFSN
iv. Participation in AFSN's governance, committees, or working groups
v. Recognition received from other professional organisations

6.4. The nominations should be processed in the following procedures:

i. Initial screening by AFSN Secretariat to ensure completeness of nominations
ii. Where there are more than three nominees, preliminary screening by the AFSN Board to shortlist three candidates for the Awards Evaluation Committee
iii. Evaluation by Awards Evaluation Committee
iv. Independent scoring using standardised evaluation forms
v. Final selection through committee deliberation and consensus
vi. Board endorsement of final award recipient
vii. Confidential process with results announced only after Board approval

7. **Timeline:**

7.1. Nominations open: January
7.2. Submission deadline: End of March
7.3. Review period: April to May
7.4. Board endorsement: June
7.5. Award ceremony: AFSN Annual Meeting & Symposium (typically September/October)