**Gold Medal criteria and procedure**

**(amended as on April 2013, May 2017, June 2019 and September 2019)**

# Criteria

1. The Gold Medal is awarded at the discretion of the Board of Trustees for exceptional achievement in the field of town and country planning, is international and is open to all classes of membership.

1. The criteria for recognising exceptional achievement falls into three broad categories, viz:
   1. Ideas; or
   2. Practice; or
   3. Professional service
2. Individuals considered for the award will probably have important achievements to their credit in more than one of the following three categories, but exceptional achievement in only one would be sufficient to justify the award:

(a) Ideas This category includes historical studies, criticism, research, theory and education; or

(b) Practice This category includes techniques and methodology, planning, practice, projects and design, team leadership; or

(c) Professional service This category includes efforts which succeed in enhancing the public status of the profession whether by raising the standards of its practitioners or by improving its professional organisation and relations.

1. The deadline to receive nominations is 31st March (odd years…Eg. 2019, 2021, 2023…). The Gold Medal is awarded no more than every second year. However, a pragmatic approach would be followed if and when suitably distinguished candidate is identified.

# Procedure

At the start of the year (odd year Eg 2019, 2021, 2023), the Governance Team will send an email to the General Assembly Members/ Standing Committee Chairs/ National Executive Board Chair/ Regional Management Board Chair/ Network Chair to ask for the nominations for Gold Medal to be submitted by 31st March. All the submissions will be submitted to the Nominations Sub-Committee in their May Meeting of the year in which the nominations will be opened. The Nominations Sub-Committee will consider potential proposals for recipients of the Gold Medal and advise/recommend the Board of their decision and as to whether the criteria for the award have been met. The final decision will be as per the Board of Trustees discretion.

The award is open to all classes of membership nationally and/or internationally. To nominate, a nomination must be proposed by the RTPI Member and supported by four supporters (RTPI members, out of which one must be a General Assembly Member/Representative and/or Board Member). To nominate, please submit the following:

1. Nominations Form
2. CV of the proposed candidate
3. Individual statements (letters of support) from four supporters indicating why they believe the candidate should be considered for the Gold Medal and if the nominee fulfils all the criteria. The supporting letter/statement should be attached separately, each supporting letter should not be more than 2 sides of the A4 paper.

The decision of the Nomination Committee will be final and there is no right of appeal for a decision.

For further information, please contact, Email: [governance@rtpi.org.uk](mailto:governance@rtpi.org.uk); Phone: +44 (0) 20 7929 8172

**Nominations Form for Gold Medal**

Please provide the following information:

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| **1. Name and membership number of nominee:** |
| **2. Name and contact details of the proposer (person making the nomination):** |
| **3. Names and contact details of supporters of the nomination:** |
| **4. Contact details for enquiries about the nomination:** |
| **5. Basis for the nomination explaining fulfilment of criteria to receive the Gold Medal (not more than 1000 words)** |