

SUE DAVIES AWARD - GUIDELINES FOR APPLICANTS

The Sue Davies Award has been established to commemorate the invaluable contribution of the late Sue Davies to the Occupational Hygiene Training Association (OHTA). In the association's early years, Sue was a driving force and wise counsel to those establishing the international training scheme and qualifications framework.

The Sue Davies Foundation as trustees for the Sue Davies Scholarship Trust provide generous support for applicants to develop their career in occupational hygiene. The aim is to develop people with potential to progress to a career in occupational hygiene in their country and be a catalyst for the development of the occupational hygiene profession in their own country.

The Award is attendance at one of the following conferences:

- Australian Institute of Occupational Hygienists (AIOH), or
- British Occupational Hygiene Society (BOHS), or
- American Industrial Hygiene Conference and Exposition (AIHce),
- International Occupational Hygiene Association (IOHA).

Attendance at another international occupational conference may be considered.

The recipient of the Sue Davies Award will eventually represent both the OHTA and their country at the highest levels of the profession in the country of the conference (Australia, UK or USA). Both the OHTA and the Sue Davies Foundation Trustees seek a recipient who is mature in outlook, intelligent, articulate and personable, with sufficient awareness of developments in occupational hygiene in their country to discuss them intelligently with hygienists from other nations.

The award is essentially a starter for an exciting career in occupational hygiene and hopefully a catalyst for the start of an occupational hygiene network. With luck and perseverance this may evolve into an occupational hygiene association in their country. Perceived benefit to the recipient and perceived benefit to the development of the profession in their country are of prime importance.

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1. General Information

Conference fees, accommodation and economy air fare (including travel insurance) will be paid up to the award value of US\$5,000, making this an excellent opportunity to experience a major international occupational hygiene conference. These events bring together individuals with an interest in occupational hygiene from around the world and enable delegates to expand and share knowledge in a sociable environment.

The support is to meet items such as conference fees, accommodation professional development courses (at that conference) and travel associated with attendance at the conference.

No side travel, overstays, or associated holidays will be allowed to be attached to the attendance at the conference being undertaken under this award.

Award recipients will be responsible for ensuring where necessary that the risks associated with travel and attendance at the conference (including cover for medical emergencies cover, etc.) are appropriately covered for example by travel insurance or carried by their employer for the duration of the Award. Successful recipients of the Award will be solely responsible for their wellbeing and actions arising during travel to and from, and during attendance at the conference.

The parties of OHTA and the Trustees of the Sue Davies Foundation, either as a single or whole entity, shall not be responsible for any actions or claims arising from the recipient taking up, travelling to or from or being in a location when undertaking the Award.

2. Eligibility

To be eligible for the award candidates must:

- have successfully completed the OHTA International Certificate in Occupational Hygiene (ICertOH)
- have a valid passport and meet the visa requirements of the host country.
- not have previously attended a conference hosted by AIOH, BOHS, AIHA or IOHA.
- submit a completed application completed in English

The judging panel will normally prioritise applicants who permanently resident in a country considered a developing economy (with less than 25% US GDP per capita, and without an industrial hygiene association that is a member of IOHA). (Note: this does not exclude other candidates holding the ICertOH from applying.)

3. The Application Process

Applications must be made using the [electronic Application Form](#) available on the Occupational Hygiene Training Association web site (www.ohlearning.com) and should be read in conjunction with this Guideline, the [list of priority countries](#) and the [agreement between OHTA and a successful applicant](#) also available on the website or by contacting the Sue Davies Foundation at suedaviesfoundation@gmail.com.

Fill in the form, scan and attach the required documents/reports, make a copy for your own records, then submit electronically to suedaviesfoundation@gmail.com.

Hard copies of the Form and attachments will be accepted. Mail to:

OHTA
Unit 5-6 Melbourne Business Court
Millennium Way
Pride Park, Derby, DE24 8LZ
United Kingdom

The application period will run from 1 April to 30 September each year.

After 30 September, the Sue Davies Foundation Trustees shall serve as a judging panel, taking into consideration the results of the ICertOH module examinations, the ICertOH oral exam and the application essay, to determine the award recipient.

If a suitable recipient is determined, they will be notified in December.

3.1 The application

Candidates must submit an application form including an essay between 800 and 1,000 words (in English) on why they should be considered for the award. At a minimum, the essay should include the following:

- a. What benefits will the award bring to both the applicant and the advancement of the profession in their country?
- b. What are the professional career plans of the applicant regarding the occupational hygiene profession?
- c. Which conference would the applicant like to attend and why?

The applicant is required to submit a budget for the trip detailing expenditure associated with such. No cash payments will be made directly to the successful candidate, and all expenses will be paid directly to the organization providing the service, e.g. accommodation, airline, conference, etc.

Applicants are asked to supply information on the following:

- Personal details including contact and passport details
- Details of past academic qualifications and of training courses attended (indicate if these have previously been supplied to OHTA or BOHS)
- Details of the proposed itinerary including professional courses. See below for further information and detail
- Details of employment and work experience specific to occupational hygiene, from present day to earlier times (supplement the title of each position with a brief description of its associated duties and responsibilities). See below for further information and detail
- The professional benefits expected to be obtained from attending the proposed conference and professional development courses
- Any other sources of financial assistance being provided or sought in relation to the award.
- Names and contact details of two professionals, preferably occupational hygienists, supporting the application
- Applicants must read and accept with signature the terms of the Award

3.2 Work history and experience in occupational hygiene

Give your work history in chronological order from present day to earlier times. Supplement (in a separate statement, if necessary) job titles with sufficient descriptive material to enable assessment of the level of responsibility of your position(s), and the extent to which your work is or was occupational hygiene in a truly professional sense. Be factual, bearing in mind that you will be asked to name professional referees and that references will be checked before a final decision is made.

3.3 Your itinerary visits

Attendance at the designated conference is at the heart of the Sue Davies Award.

Please note the generic conditions for overseas travel associated with OHTA Award apply. These are:

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- non-professional visits will only be sanctioned if they are virtually unavoidable (e.g., public holidays, rest breaks etc...) and are the financial responsibility of the award recipient
- recreation/personal leave may NOT be taken in conjunction with the award
- there is a general expectation that the recipient will not be away from their country for more than 10 days.

Be specific in your proposals. If you are unfamiliar with overseas institutions and their work and/or inexperienced in the preparation of an itinerary, seek guidance from the OHTA Board who are experienced travellers. It may even be worthwhile, if you have very specialised interests, consulting an OHTA Board member who holds professional certification.

Think carefully about your itinerary. Alterations to the original specified on the Application form will not be entertained later.

It is worth bearing in mind that the Sue Davies Award is for your professional development and not for the purpose of promoting the business of your employer.

Itineraries which propose a series of visits to overseas affiliates of your employer, or visits to Head Office and Branches of the parent company, will not be well received.

Finally, as a representative of your country overseas, you are likely to be asked questions about the geography, topography, people, climate, animals etc. of your country. You will find the US CIA website a useful source of information and an interesting read!

4. Selection Criteria and the Selection Process

4.1 Selection criteria to be used by judging panel when reviewing all applicants

1. Candidate must have achieved iCertOH
2. Best performance (best exam results) throughout the 6 OHTA modules
3. Best essay which includes the items listed above as requirements in the application
4. Involvement of the applicant in the practice of occupational hygiene
5. Personal characteristics - professional integrity, potential for development
6. Perceived benefit that will accrue to the applicant and to the profession in your country from receipt of the award
7. Must have addressed all requirements as set out in the Application form

4.2 Selection of winner, announcement of winner

The judging panel meets after the close of applications each year and will review the applications and the portfolio submitted for the iCertOH to assess the potential of the candidates.

The winner of the award will be announced during the OHTA session at the various annual conferences of the above. The winner will be notified prior to the announcement.

The Sue Davies Foundation Trustees reserve the right to withhold the award if, in their opinion, none of the applicants meet the required standards.

The applications and supporting documentation received, the working papers of the judging panel, and any records of discussions and decisions will be held in confidence by OHTA and the Sue Davies Foundation Trustees. The successful applicant will be notified in writing by OHTA. Unsuccessful applicants will be notified in writing after the announcement of the award.

Please note that the decision by judging panel is final and no correspondence concerning a decision will be entertained.

5. Responsibilities of the Parties to the Award

5.1 OHTA and Sue Davies Foundation Trustees

OHTA and Sue Davies Foundation Trustees will:

- Seek nominations.
- Provide written guidelines to applicants.
- Arrange for the assessment of the applications.
- Notify the successful applicant.
- Negotiate with the successful applicant with respect to conference travel and confirm the arrangements with the conference organisers.
- Arrange and pay for travel, conference registration and accommodation.
- Provide a reasonable cost-of-living allowance in connection with the applicant's attendance at conference, however it will not cover personal costs.
- Present the award and provide a suitably inscribed memento.

5.2 Award Recipient

In addition to the specific points raised in the “Sue Davies Award - Awardee Agreement” the recipient of the award must comply with the following:

- Arrange leave-of-absence with his/her employer for the period of the conference
- Obtain a passport and any necessary visas, check and if in doubt confirm your personal details against the eligible entry requirements to the countries being visited.
- Arrange entry to the approved conference (year following application).
- Notify OHTA just prior to commencing attendance at conference.
- Provide OHTA with report on completion of the conference within 3 months of the conference.
- Immediately notify OHTA and Sue Davies Foundation Trustees if suspension of attendance occurs or is contemplated.
- Immediately notify the OHTA and Sue Davies Foundation Trustees of any changes affecting the funding arrangements between the Sue Davies Foundation and recipient, including the receipt of funding from other sources.
- Notify OHTA that the approved conference has been attended and furnish it with a copy of any documentation associated with the conference.
- In all activities associated with the conference, conduct himself/herself in a manner befitting a professional occupational hygienist.
- Submit to OHTA all claims for reimbursement of expenditure, with appropriate receipts, for approval by and Sue Davies Foundation Trustees.

Please feel free to contact the Sue Davies Foundation at suedaviesfoundation@gmail.com to clarify any of the above points or to seek further information when making your application.

The OHTA is committed to assisting in the advancement of the occupational hygiene and providing a focus for the development of the profession in their country.