



THE ROSS MUNRO AWARD

Terms of Reference

Revised – August 2023

An important objective of the Conference of Defence Associations is to help recognize deserving Canadians in the field of National Security, Defence and Armed Forces. The Ross Munro Award recognizes Canadians whose outstanding service to their craft is a testament to the power of national defence and security storytelling in journalism, videography, photojournalism, or authorship.

Areas of focus include the Canadian Armed Forces, departmental and national security agencies, and must contribute to a wider public awareness and national discussion. Works of distinction demonstrate the importance of sharing stories that impact all Canadians and strengthen and preserve democratic values.

Award recipients demonstrate professional excellence and objectivity in coverage of national defence and security issues, providing insight, analysis, or examination of the context.

To ensure that the standards for this prestigious award are maintained in accordance with the highest levels possible, an Award Selection Committee is assembled each year and tasked to review and discuss nominations and to arrive at a consensus on the Ross Munro Award recipient.

This document serves as a reference guide for selected members of the Ross Munro Award Selection Committee in support of the execution of their responsibilities.

PROGRAM TIMELINE

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| Nominations Deadline | December 31 |
| Vetted Files to Selection Committee | First two weeks of January |
| Selection Committee Meeting | No later than January 31 |
| Media Release | No later than February 10 |
| Award Presentation | In March, at the Ottawa Conference on Security & Defence |

ABOUT ROSS MUNRO

Robert Ross Munro, OBE, OC (September 6, 1913 - June 21, 1990) was the Canadian Press's lead war correspondent in Europe in World War II. He covered a Canadian raid in Spitsbergen, the 1942 raid on Dieppe, the Allied landings in Sicily, the Italian campaign, D-Day and the campaign in Northwestern Europe. His memoirs of the campaigns, published as *Gauntlet to Overlord: The Story of the Canadian Army*, won the Governor General's Award for English-language non-fiction in 1945. He later covered the Korean War, and after retiring as a war correspondent, became publisher of the *Vancouver Daily Province*, the *Winnipeg Tribune*, and the *Edmonton Journal*. Munro was appointed OBE in 1946 and OC in 1975.



ELIGIBILITY CRITERIA

- Candidate must be a Canadian Citizen or Permanent Resident.
- Candidate must be available to attend in person the Ottawa Conference on Security & Defence in Ottawa, Ontario, Canada.
- The nominator must provide correct contact information for their nominee in order for this person to be considered for the award.

AWARD CRITERIA

- Excellence and objectivity in coverage of national defence issues, providing insight, analysis, or examination of the context.
- Body of work that goes beyond the obvious, ordinary, and the expected. The work shows courage in its quest for truth and broadens the understanding of national defence relationships within Canada and abroad.
- Comprehensiveness and quality of information that shows both context and perspective.
- Work helps defence issues make sense to a wider audience, maximizing awareness and inspiring debate and dialogue.
- Career that exemplifies longstanding ethics and the highest journalistic or storytelling standards.

NOMINATION REQUIREMENTS

Nominators must provide their full names and contact information.

Nominators are asked to inform their nominees of their intent to nominate them and confirm their willingness to accept the award should they be selected. The nominator should also validate with their nominee that there would be no real or perceived conflict of interest in accepting the award.

It is the responsibility of the nominator to validate that their nominees fulfil the eligibility criteria described above.

Nominators are responsible for ensuring that the online nomination form (as outlined in "Nomination Procedure") is complete and that the information it contains is accurate and sufficient to allow the Award Selection Committee to fairly evaluate the nomination in fulfilment of the Award Criteria. Incomplete files will not be retained.

The Committee reserves the right to have the main facts in support of a nomination validated by an outside source, should they deem necessary.

All submissions are considered in confidence by the Committee, and nominations will not be publicly disclosed. Nominations are accepted in both official languages.

The following parties reserve the right to bring forward nominations for consideration:

- The CDA and CDA Institute and its partners
- Second-party nominations done on behalf of the nominee

NOMINATION PROCEDURE

NOTE: Nominations can only be made via the online portal on the CDA Institute website www.cdainstitute.ca.

The online nomination form consists of:

1. Nominee information
2. Nominator information
3. Body of work example(s)
4. Nominee's CV and/or biographical summary
5. Instructions on how to submit (optional) letters of support
6. Submit button

LETTERS OF SUPPORT

Letters of support can be submitted by individuals other than the nominator who wish to add their voice in favor of a nominee. These will be provided to the Award Selection Committee if the nomination has been approved as consistent with the eligibility criteria and award criteria.

These documents should be no longer than 2 pages and should provide real examples and personal insight into the way the candidate is perceived by someone who has observed the candidate's significant contributions to the advancement and support of Canada's national security and defence.

Letters of support can be submitted by email to nominations@cdainstitute.ca.

BROUGHT FORWARD NOMINATIONS

The CDA reserves the right to bring forward past nominations for current year consideration to the Award Selection Committee, when they deem fit, for a period of 3 years post original nomination.

If a past nomination is to be reconsidered, the original nominator will be informed and invited to update the nomination ahead of the selection process.

CLOSURE OF CALL FOR NOMINATIONS

Acceptances of nominations will close no later than December 31 of each year. The official deadline will be noted on the CDA Institute website, on the Ross Munro Award page.

The Committee Secretary will consolidate and forward complete nomination packages and the selection criteria to the Award Selection Committee for shortlisting.

SELECTION COMMITTEE

The Award Selection Committee will be composed of no more than 15 individuals.

President of the Conference of Defence Associations (Chair)
Executive Director of the Conference of Defence Associations (Secretary – Non Voting)
Special Standing Invitation: Assistant Deputy Minister (Public Affairs)
2-5 CDA Member Association Representatives
1-2 Past CDA or CDAI award recipients
2-5 Members of the community at large

The Committee will be tasked to review and discuss nominations and to arrive at a consensus on the Ross Munro Award recipient.

SELECTION COMMITTEE RESPONSIBILITIES

The Award Selection Committee will send its recommendation to the CDA Institute board of directors which will be solely responsible for selecting the Ross Munro Award recipient, ensuring the recipient falls within the outlined criteria and can perform as an active brand ambassador and partner for both the CDA and the CDA Institute.

The Committee's primary responsibilities is to review and discuss nominations with a view to arriving at consensus as follows:

- Selection of a primary nominee as the annual Ross Munro Award recipient;
- Identification of an alternate nominee (should the primary be unable to accept);
- Identification of nominees not selected but that warrant re-submission in future years; and
- Identification of nominees that warrant consideration for other national or CDA or CDA Institute awards.

SELECTION PROCEDURE

The selection process will consist of multiple rounds as follows:

1. Committee members will be invited to participate in a discussion on candidates;
2. After discussion, committee members will be asked to proceed to a first round of secret ballot voting;
3. Until a clear consensus on a top laureate emerges, the Chair will continue additional rounds of votes and discussions by down-selecting and removal of lowest ranked candidates until one candidate obtains a majority vote;
4. Once a primary nominee is identified, the Chair will then solicit Committee agreement on an alternate candidate using a similar process simply as a contingency should the primary candidate be unable to accept the award.

CONFIRMATION PROCEDURE

The Chair of the Award Selection Committee will report back to the CDA Executive Committee prior to notification of the laureate for validation.

NOTIFICATION PROCEDURE

On behalf of the Award Selection Committee, the Chair will reach out to the laureate to inform them of their selection.

Afterwards, the Chair will reach out to all nominators and thank them for their contribution to the process.

MEDIA RELATIONS

As an important way to reinforce the national significance and prestige of the Ross Munro Award, and subject to the agreement of individual members of the Award Selection Committee, the CDA will, on an annual basis, formally announce the membership of the Committee, including biographical information. Subsequently, once the Committee has met and selected the award recipient, a press release will be prepared for immediate release with a group photo of the Committee and a photo, biography and award citation for the award recipient. Members of the Committee are also invited to attend as VIP guests of the CDA at the Annual Ottawa Conference on Security & Defence and may be asked to participate in the Award Ceremonies.

CEREMONY

The award will be given during the Annual Ottawa Conference on Security & Defence, normally hosted in March in Ottawa. The successful nominator will be invited to attend as a guest of the CDA.

After receiving the Ross Munro Award, the Ottawa Conference will conclude with an invitation to the laureate to deliver a short word of acceptance (typically 5 minutes). Laureates will be encouraged to focus their remarks reflecting on what the award means to them, to reflect on their personal accomplishments that informed their selection, and to provide some closing remarks that serve to inspire the next generation of leaders. In keeping with the CDA's nonpartisan mandate, laureates will be asked to avoid political commentary.

REVOCATION OF THE ROSS MUNRO AWARD

NOTE: A petition may be submitted by any party at any time to have a laureate removed from the list of past Ross Munro Award recipients.

The Ross Munro Award may be revoked if the CDA Council determine that a laureate's actions have brought dishonour to the spirit of the award and to the organization.

The deliberation will be informed by available information, guided by the principle of procedural fairness, and shall only be made after the CDA Council have ascertained the relevant facts relating to the issue under consideration.

Revocation Criteria:

- A laureate has been convicted of a criminal offense;
- A laureate has been subjected to an official sanction by an adjudicating body, professional association, or other organization;
- The conduct of a laureate deviates significantly from recognized standards and is seen as undermining the credibility, integrity, or relevance of the award.

Revocation Procedure:

1. A petition must be sent to the CDA Institute (accounts@cdainstitute.ca) requesting that a laureate have their award revoked. The petition letter must clearly indicate the reasons for the request and how it meets the above criteria for revocation.
2. The President of the CDA, Chair of the CDA Institute, and the Secretary of the Ross Munro Award Selection Committee will review the request and determine if the demonstration of the criteria is eligible for a broader discussion within the CDA and CDA Institute.

3. If the petition is consistent with the criteria, a special meeting of the CDA Council will be called for a decision.
4. The laureate will be informed by writing and will be asked to return the award and statuette.
5. The decision will be communicated on our newsletter and website.