

NICEAC TIMETABLE

The timetable for 2009-2010 awards round is as follows: -

April 2009: The relevant extracts from the Nominal Roll will be issued by the NICEAC secretariat to employers to confirm that the data used by the secretariat is accurate. Confirmation must be returned to NICEAC secretariat no later than **1 May 2009**.

In the case of Clinical Academic Staff, a list of Joint Appointments will be issued to QUB to confirm that the data used by the secretariat is accurate.

The accuracy of the Nominal Roll is ultimately dependent on employers informing the NICEAC secretariat of new appointments, retirements, resignations etc. **Failure to provide this information may result in a consultant not being notified of an Awards Round and therefore being excluded from the scheme.**

May 2009: **Higher Awards** - NICEAC secretariat will write to all HSC consultants (to their place of employment) informing them of the start of the 2009/2010 awards round.

The NICEAC secretariat will also notify HSC employers, Senior Award Holders, Queen's University, Royal Colleges, the BMA and Specialty Associations, of the NICEAC timetable.

The closing date for the return of the completed CV form to the NICEAC secretariat is **3 July 2009**.

May 2009: A consultant who is subject to the 5 yearly review will be asked to complete the 5-Year Review CV Form. The closing date for the return of completed forms to the NICEAC secretariat is **3 July 2009**.

August 2009: Following the closing date for receipt of CV Forms the NICEAC secretariat will seek citations from the relevant employer, Senior Award Holder (on behalf of all Award Holders in the specialty), and the relevant Royal Colleges or Specialty Associations. The closing date for the return of the completed Citation form to the NICEAC secretariat is **9 October 2009**.

- August 2009:** Following the closing date for receipt of completed 5-Year Review CV Forms, the Secretariat will seek 5-year review citations from the individual consultants' employer. The closing date for the return of completed forms to the NICEAC secretariat is **9 October 2009**.
- September 2009:** Meeting with Senior Award Holders. The NICEAC Chairman, Medical Director and any local members will meet Senior Award Holders to advise on any issues regarding the process.
- October 2009:** After the closing date for receipt of CV Forms and Citation Forms, the secretariat will collate all the information submitted for issue to the Committee for the shortlisting meeting. Scores to be returned to the NICEAC Secretary by **6 January 2010**.
- Early November 2009:** Pre-Scoring Meeting
- January 2010:** Shortlisting meeting of the Committee takes place.
- February 2010:** Formal meeting of the Committee takes place to make recommendations to the Department for the allocation of awards in 2009-2010 and to consider the renewal of awards subject to 5-Year Review.
- March 2010:** All consultants notified of the outcome of the awards round. Employers, Senior Award Holders, and Royal Colleges also notified. Consultants whose awards were subject to 5-Year Review and employers notified of decision(s) on 5-year reviews.
- March 2010:** The Secretariat will monitor the outcome of NICEAC deliberations in terms of the composition of awards by gender, specialty, area, age etc. and will seek annual reports from employers on the outcome of the lower awards process.

NOTE: ALL CLOSING DATES WILL BE RIGIDLY ADHERED TO BY THE SECRETARIAT