

LONDON MATHEMATICAL SOCIETY
and
SOCIETE DE MATHEMATIQUES APPLIQUEES ET INDUSTRIELLES
in association with
NATIXIS FOUNDATION FOR QUANTITATIVE RESEARCH

Procedural Guidelines for the Louis Bachelier Prize

The nomination process and eligibility

1. The aim of the nominations process is to ensure that as many eligible mathematicians of an appropriate quality are nominated as possible. There are no restrictions on who may make a nomination, including self-nomination. Nominations from professional colleagues are welcomed, including those working in the same department.
2. Nominations must include a CV and publications list for the candidate, and indicate the nominators' professional and personal relationships to the nominee. Nominations need not describe in fine detail the candidate's work, as fuller references for those shortlisted will be sought. The 'Case for Award' section of the nomination form should be completed in approximately 500 words.
3. Nominations must be returned in confidence to the Secretary to the Bachelier Prize Committee.
4. Nominations remain valid for two prize rounds, modulo the candidate's continuing eligibility, although nominators will be encouraged to update nominations.
5. Nominations may be added at the committee stage, subject to a committee member or other person providing, subsequent to the meeting, a completed nomination form and acting thereafter as the formal nominator.
6. In considering a nomination, the Committee will take account of the nominee's 'academic' age, in order to address more fully the issue of broken or delayed career patterns. In addition, some allowance may be made for recent periods when the nominee was ineligible to receive the Bachelier prize on account of being a member of LMS Council, SMAI Council, the Board of the Natixis Foundation or the Bachelier Prize Committee.
7. No serving member of LMS Council, SMAI Council, Board of the Natixis Foundation or the Bachelier Prize Committee may be awarded a prize.

Appointing the Bachelier Prize Committee

8. The Prize Committee will be appointed jointly by the LMS and SMAI.
9. The Presidents of the LMS and SMAI and the Chairman of the Natixis Foundation will be contacted by the LMS Prizes Committee secretary about proposing names for the Bachelier Prize Committee.
10. Where appropriate, the Presidents of the LMS and SMAI and the Chairman of the Natixis Foundation may delegate this responsibility to another person(s) within their organisation of a suitable level and experience.

First meeting of the Bachelier Prize Committee

11. Meetings of the Bachelier Prize Committee may take place via video/teleconferencing or in person, or as a combination of the two.

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12. The purposes of the first meeting of the Bachelier Prize Committee are (a) to agree a shortlist of nominations that are deemed to be competitive and of an appropriate quality, and (b) to select referees (and reserves) to be consulted on shortlisted nominations. There is no prescription on the length of the shortlist, however the Committee should be mindful that those shortlisted should be realistic candidates for the prize.
13. At the beginning of the Committee meeting, Committee members will be asked to declare any significant personal or professional conflicts of interest relating to the proposed candidates.
14. Each nomination will be allocated to a Committee member, who should come prepared to speak to each of their allotted candidates. The LMS Prizes Committee secretary will check factual aspects of eligibility (e.g. age, membership, previous awards) as far as it can before Committee papers are sent out, but the designated Committee member should be ready to comment on both eligibility and suitability.
15. In advance of the meeting, Committee members should draw up an ordered list of at least four referees for each of their allocated nominees, drawing on both the referees proposed by the nominator and others. They may consult with another more expert person to identify referees, provided they make it clear that total confidentiality is expected. Referees should be chosen in order to provide an informed professional judgement of the nominee's suitability for the prize(s) in question.
16. In drawing up their lists Committee members should be aware of the need for referees who can offer useful and objective advice, and that this is a matter for judgement. Ex-supervisors and recent co-authors might be unsuitable but no hard and fast rules can be laid down. Referees chosen should not be current members of the Bachelier Prize Committee and should not be personally related to the nominee. Referees must not be from the same department/organisation as the nominee. Members of LMS Council SMAI Council, and the Board of the Natixis Foundation are eligible to act as referees if appropriate, but in this case, if an LMS Council Member is a referee this person must not take part in LMS Council's decision of whether to award the relevant prize to that individual.
17. Committee members should send their lists of referees to the Committee secretary at least four days before the meeting; they will be contacted if they do not.
18. The Committee will agree referees for shortlisted candidates at the meeting, based on the lists received. Committee members may take part in the selection of referees for nominees in their own institution/organisation, but not for those to whom they are related or whom they have themselves nominated. The Chair may ask a Committee member to leave the room while a nomination is discussed if it is felt their professional or personal relationship to the candidate could be perceived as particularly compromising.

Second Meeting of the Bachelier Prize Committee

19. The purposes of the second meeting are (a) to propose the award-winner to LMS Council (or recommend that no award be made), (b) to decide a citation-writer, and (c) to review the regulations and procedures and recommend to the Councils of the LMS and SMAI any changes for the successive prizes year.
20. At the beginning of the Committee meeting, Committee members will be asked to declare any significant personal or professional conflicts of interest relating to the shortlisted candidates. Referees will have been asked to declare their relationship to the candidate as part of their reference.
21. Each short-listed nomination will have been allocated to a Committee member, who should come prepared to speak on each of their allotted candidates, even though the field may not be at the centre of their own expertise (see above). They should take into account the information on the nomination form, the referees' comments and any other information they may gather about the nominee (e.g. via MathSciNet). They may consult others only in strict confidence.

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22. Committee members may, at the Chair's discretion, be invited to contribute (on a purely factual basis) to the discussion on a nominee from their own institution but may be asked to leave the room when the final decision relating to that nomination is made. The Committee should consider in each case whether asking member(s) to leave the room will result in the Committee being less able to make an informed assessment, and balance this with the degree of possible conflict of interest arising from the presence of those members.
23. Committee members should not take part in the discussion of a nomination for which they are the formal nominator, but may provide factual information or clarification upon the Committee's request.
24. For the recommended award winner one member of the Committee will be asked to take responsibility for sourcing a citation. Citation writers are expected to provide to the secretary of the Committee within a defined timescale (a) a short (30-word) citation giving briefly the grounds for the award (to be used at the LMS General Meeting announcing the awards and in the LMS and SMAI *Newsletters* and Natixis Press Release), and (b) a longer (300-word) citation for publication in the *Bulletin of the London Mathematical Society* and in the *MATAPLI* and Natixis communication channels.

The timetable for the award of the Prize is attached at Annex A.

Award Ceremony

25. The award ceremony will normally take place between September and December of the year in which the award is made.
26. The Prize will be awarded by the president of the Natixis Foundation (or his/her representative), accompanied by the presidents of the LMS and SMAI (or their representatives) at a ceremony to be held at an appropriate venue in London, to be agreed in advance of each event by the three partner organisations.
27. The award ceremony will be organised by the LMS. A representative of SMAI and Natixis should be invited.
28. Numbers attending and guest lists will be prepared in consultation with the other two partner organisations.

24 April 2015

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Louis Bachelier Prize Timetable

Action	When	Responsible Person
Members and Convenor of <i>year x</i> Bachelier Prize Committee discussed and selected	September (<i>year x-1</i>)	Presidents of LMS and SMAI, with Chairman of Natixis Foundation,
Nomination material and <i>Newsletter</i> article prepared	September/October	Prizes Cttee secretary
Publicity: Information (including Nomination Form) posted on LMS SMAI and Natixis Foundation websites. Notice inviting nominations appears in the <i>LMS Newsletter</i> and <i>SMAI and Natixis Foundation publications</i> (December Issues). Advert circulated to appropriate other organisations to advertise.	October → January	Prizes Cttee secretary
Proposed membership approved by the Councils of the LMS and SMAI	October/early November	Prizes C'ttee secretary
Members invited to join the Bachelier Prize Committee	November	LMS/SMAI Presidents (joint letter)
Committee members sent (by email) relevant Prize regulations, and dates of meetings (in Feb & April) confirmed	November/early December	Prizes Cttee secretary
Email reminder to advertising contacts	Early January (<i>year x</i>)	Prizes Cttee secretary
Deadline for nominations	31 st January	Prizes Cttee secretary
Nomination information noted as it arrives	January–February	Prizes Cttee secretary
Papers sent out for first Prizes meeting.	Early February	Prizes Cttee secretary
First meeting: nominations shortlisted and referees agreed for those being taken forward to the next stage	X February	
Referees located and written to (on behalf of the Convenor): (i) to see if willing (via email) (ii) letter with nominating material and appropriate prize regulations enclosed	February–April	Prizes Cttee secretary
Replies monitored and reserve referees consulted when needed	February–April	Prizes Cttee secretary
Papers sent out for second Prizes meeting	Early April	Prizes Cttee secretary
Second Meeting: with help of referees' reports, prize recipients identified and citation-writers chosen. Cttee members selected to review citations.	Mid/late April–early May	
Citation writers contacted, to request a long and short citation	Within 2 weeks of second meeting	Prizes Cttee secretary/selected Cttee members
Committee's recommendations and Citations emailed to LMS Council and Board of the SMAI, inviting any objections or corrections within one week	May	Prizes Cttee secretary
Citations altered (if necessary) as per LMS Council and board of the SMAI comments.	May	Prizes Cttee secretary with final approval of LMS President/Exec Sec
Prize winner written to, with a copy of citation for their approval	May	Prizes Cttee secretary from President
Notice on Prize winner (including short citation) prepared for next available <i>Newsletter</i>	For confirmation after LMS Council meeting	Prizes Cttee secretary
Prize winner formally confirmed at LMS Council meeting	June/July LMS Council meeting	Prizes Cttee secretary
Prize winner press release	Day of July LMS Society	Prizes Cttee secretary

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Action	When	Responsible Person
	meeting	
Prize winner officially announced	Immediately following approval at the July LMS Society Meeting	President
Prize winner's info on the websites of the LMS, SMAI and Natixis Foundation. Prize winners document (Prizes – official winners) updated	Soon after July LMS Society Meeting	Prizes Cttee secretary
Prize winners sent details of award ceremony. Invited to submit photograph for the LMS <i>Bulletin</i> and MATAPLI and asked to confirm exact name for certificates	Mid July	Prizes Cttee secretary/Publishing Editor
Long citations received to Publishing Editor for inclusion in the LMS <i>Bulletin</i> and MATAPLI	Mid July	Prizes Cttee secretary
Certificate ordered	July/August	Prizes Cttee secretary
Award ceremony organized and certificate presented together with cheque.	convenient date (<i>year x</i>)	LMS Executive Secretary

April 2015