



DATE 22 November 1978

TO
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Heads of Research Sections

Mr. G. Herzberg

The recently announced RO/RCO Career Progression Guidelines define a number of Performance Assessment Factors, one of which is Peer Recognition. To permit a better assessment of this factor to be made it is planned to keep records of HIA staff involvement in a number of other activities in addition to the publication of papers.

Starting 1 January 1979 would you ask your Research Officers to supply Mrs. Chester, who as you know looks after publication records, with the following information on a continuing basis:

1. Invitations to give invited scientific lectures (date, name of meeting or location, and title)
2. Requests to referee papers or review theses (date, name of journal and title of paper, or university and title of thesis)
3. Membership in committees and associations and editorial positions (dates, positions held and name of organization)
4. Honours and awards (date and name of award).

The information, including information on activities of previous years which an individual may wish to appear on his record, can be supplied directly to Mrs. Chester or collected in the sections or observatories and forwarded; whatever method is used it is our intention to keep the procedures involved as simple as possible. One relatively simple method might be to have individuals forward copies of letters of invitation, requests to referee papers, etc., directly to Mrs. Chester; in any case it is the responsibility of the individual to supply the material.

The information pertaining to each individual will be kept together with his publication record and each year a copy of the past year's record will be sent to him for checking.

J.L. Locke

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