

GUIDELINES FOR THE OPERATION OF THE ERIC BERNE MEMORIAL AWARD (EBMA) IN TRANSACTIONAL ANALYSIS 2005

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I. PURPOSE OF THIS MANUAL

- A. To provide guidelines for the activities of the EBMA Committee Members (Members) and Chair (Chair) in conjunction with the ITAA office staff (Staff) and the Vice President of Research and Innovation (VPR&I) as well as for the Committee's communication with the Board of Trustees (BOT).
- B. To provide guidelines for the selection of the Committee members, and Chair.
- C. To provide guidelines for the ITAA office staff to handle nominations and arrangements for the Eric Berne Memorial Award in Transactional Analysis (EBMA).

II. GENERAL DESCRIPTION OF THE ERIC BERNE MEMORIAL AWARD

- A. The Eric Berne Memorial Award in Transactional Analysis was established to give recognition to authors who have made a major contribution to Transactional Analysis.
- B. The EBMA is awarded for a highly original and innovative published concept or idea that constitutes a major theoretical and practical advance to the field of transactional analysis, and has had a significant impact on the transactional analysis community. The EBMA is not given to an author's body of work.

III. EBMA COMMITTEE

A. General Description

1. The EBMA Committee is a committee of the Research and Innovation Division of the ITAA. It reports to the BOT and coordinates its activities through the VPR&I.
2. The Committee is composed of a Chair and a maximum of nine (9) Members.
3. The procedures of the Committee shall be administered by the Committee through a process of consultation with the Chair and the VPR&I after which they shall be forwarded to the BOT for incorporation into the Guidelines.
4. The deliberative process whereby the Members choose the award shall be strictly confidential during the whole period of deliberation, starting January 1 until the EBMA winner is chosen. Only the Chair, the Members and Consultants shall participate in the discussions and decisions. Any attempt to approach the Chair, Members and Consultants regarding the specific aspects of the process shall be regarded as highly inappropriate.
5. In the EBMA selection process, all parties involved will take any possible measure to minimize the impact of political pressures, popularity of particular individuals, previous reception or non-reception of an award, and undue influence of any particular group or theoretical orientation.

B. Committee Members:

1. Nomination of Members
 - a. The nominations for appointment to the EBMA committee are to be as open as possible to all members of the ITAA community. Insofar as possible, membership in the Committee is to represent the diversity of membership in the worldwide TA community with respect to gender, age, ethnicity, nationality, seniority in ITAA, geography, area of specialization or application, and theoretical and practical orientations.
 - b. Members of the Committee shall possess the expertise and demonstrated competence necessary for judging and rewarding innovations in transactional analysis.
 - c. EBMA Committee members have to be members of the ITAA in good standing.
 - d. The Committee membership shall change gradually as the members resign, or their term of office runs out.
2. **Appointment of Members**
 - a. Nominations for Committee membership shall be presented by the Chair to the members. The nominee's name will be presented to the members and unless there is an objection, the nominee shall be appointed as a member of the Committee.
 - b. If there is (are) one (or more) objections to the nominee, the members will discuss the concerns of the objectors and make one more round of votes. If objection continues the nominee will be thanked and notified of the rejection.

- c. Appointments of Members shall be advanced for ratification to the Board of Trustees (BOT) by the VPR&I.
- d. The maximum term of a Member shall be five years after which the Member's tenure will end. After a two year period the Member will be eligible for re-election.

3. The Duties of the Members shall be:

- a. To nominate and elect a Chair.
- b. To deliberate and make decisions with the Chair and VP R&I regarding the policies of the Committee.
- c. To exclusively and independently evaluate, by rating and eventually rank ordering, the nominations presented to the Committee for the EBMA.

C. The Chair

- 1. The Chair shall be elected from the Committee membership for a term of three years. After the three years the Chair can be re-nominated and re-elected by a majority vote of the members.
- 2. Should the Chair resign and should there be no replacement the VPR&I will temporarily serve as Acting Chair or find an ITAA member who will serve as Temporary Chair, until a Chair is found.
- 3. The duties of the Chair shall be to:
 - a. Oversee the publicity and call for papers for the award.
 - b. Oversee the nominating, ranking and voting process.
 - c. Canvass the ITAA membership for Members willing to serve on the Committee and present those who are willing to serve to the Committee for election.
 - d. Work with the Members and the VPR&I to develop and improve Committee operations.
 - e. Interact with the ITAA membership to gather suggestions and deal with dissatisfactions.
 - f. The Chair does not participate in the evaluation of nominations or in the vote to choose an award from among the worthy nominations. However, the chair is authorized to decide how to break ties when ties develop in the granting of awards.

IV. AWARD PROCEDURES

A. Nominations

- 1. Nominations for the award will be considered each year. The award will be limited to one per year, except in the case there is an irresolvable tie between two worthy nominations.
- 2. All nominations for the EBMA must be received by the office no later than December 1 to be considered for the EBMA the following year. The materials required to make a

nomination are specified in Appendix 2 ("Call for nominations for the Eric Berne Memorial Award in Transactional Analysis") This information is distributed to TA Associations and published in the TA Journal, the Script and other TA publications.

3. To be eligible for nomination, the contribution must have been published in a professional journal, book, or other publication. Unpublished dissertations are not eligible for the EBMA.
4. All published contributions included with the nomination must have been published by Dec. 31st, three years before the deadline year I.e., for the 2006 EBMA, only contributions published before Dec. 31st, 2002, will be considered.
5. If a nominee is a member of the EBMA committee, that member will be exempted from the award process for that year.
6. Nominations for the award may be submitted to the committee by individuals, groups of individuals, or organizations and must be accompanied by copies of the publication and specific documentation required by the committee.
7. Nominators shall inform the Nominee of their intentions and the Nominee will be invited to suggest additional materials to be submitted to support the nomination.
8. Considerations, deliberations and decisions regarding the award are the responsibility of the Chair and Members, who may use consultants of demonstrated competence to aid in the review of nominations and serve in an advisory capacity to the Committee.
9. The EBMA will be presented at the annual conference of the International Transactional Analysis Association.

B. Steps of the EBMA selection process.

1. **Overview.** The award procedures have been divided into six steps:
 - Publicity
 - Screening
 - Securing Committee members and/or Committee consultants
 - Committee Ratings
 - Committee Voting
 - Final Arrangements
2. **Publicity.** Publicizing calls for EBMA nominations and requests for committee consultants.
 - a. **ITAA Publications.**
 - i. The Chair the EBMA Committee will arrange with the Editors and the Consulting Editor of the Transactional Analysis Journal and The Script to place publicity about the award in both ITAA publications on a regular schedule shown below. The document "Call for nominations for the Eric Berne Memorial Award in Transactional Analysis" (Appendix 2) may be edited to serve as needed for this publicity.
 - ii. While it is the responsibility of the Chair to insure that this publicity is carried out the ITAA staff and Consulting Editor are requested to be

aware of the schedule and to arrange the publicity, informing the chairperson if any revisions or changes need to be made.

iii. **Schedule for Publicity:**

Transactional Analysis Journal issues:

- April (January 1 deadline)
- July (April 1 deadline)
- October (July 1 deadline)

The Script issues:

- May-June and July issues - major announcements (May 1 and June 1 deadlines)
- August issue - smaller announcement (July 1 deadline)
- September-October issue - largest announcement (September 1 deadline)
- November issue - final announcement (October 1 deadline)

Other TA Association's journals and newsletters:

- The Chair will arrange with the staff to send out a letter in February of each year to the Presidents of other TA Associations and to the Editors of other TA journals and newsletters, requesting that they publicize the Call for EBMA.

- c. Nominations. This letter is to be sent with a cover letter signed by the Chair. (See Appendix 2 and Appendix 3.)

3. Screening.

- a. The Screening stage to be coordinated between the ITAA office Staff and the Chair involves:
- i. Evaluating the completion of the materials required for the nomination,
 - ii. Informing the person(s) making the nomination,
 - iii. Informing the person(s) nominated of the status of the nomination,
 - iv. Acquiring additional materials to complete the nomination, if needed.
- b. **ITAA Office staff responsibilities.**

The responsible ITAA office staff person is requested to:

- i. Note the date received on the materials.

- ii. Forward one copy of the application and materials of the publications being nominated to the Chair for review and assignment. (The office will retain the original copy of the nomination materials and the copy of the publication for reproduction and distribution to the EBMA Committee members and consultants for review.)

c. EBMA Committee Chair's responsibilities.

The Chair will review the nomination materials and:

- i. Ascertain if the written information and materials provided are complete or if additional materials are required.
- ii. In the event that the nominee is a member of the committee, the Chair will inform the member that he/she has been nominated for the EBMA and that they cannot be involved in the award process for that year.
- iii. Inform the Staff about the status of the nomination (completion of nomination materials) so that they may send out the following letters:

The EBMA Acknowledgment Form Letter (Appendix 4) to the person(s) making the nomination, confirming that the necessary materials are complete or specifying additional materials that are needed.

The EBMA Nominee Form Letter (Appendix 5) advising the nominee of the fact that they are being nominated for the award, inviting them to consult with nominators about additional materials in support of the nomination and inquiring if they will accept it if awarded.

4. Securing Committee members and/or Committee consultants.

- a. After the nominations are screened, and the number of completed nominations is determined, the Chair shall contact the Members and ascertain their availability for evaluating the nominations. A minimum of three (3) committee members or consultants who will complete thorough evaluations and ratings are required of each nomination. If an insufficient number of members are able to make the commitment to evaluate the nominations, the Chair will look for consultants to take their place.
- b. Committee Consultants shall serve for one nomination term and shall be selected on the basis of the same requirements for service as was described for members under the section III,B,1 on Members, above.

5. Evaluation.

- a. ITAA office staff responsibilities: The following materials will be sent by the staff to the evaluators (members and consultants) assigned by the EBMA Committee Chairperson to rate each nomination:
 - i. EBMA Evaluator Cover Letter (Appendix 6).
 - ii. EBMA Committee Rating Form (Appendix 7).
 - iii. Nomination Form received from person(s) making the nomination.

- iv. A copy of the publication(s) being nominated for the award.
- b. Once returned to the ITAA office, the staff will make copies of the returned Rating Forms and forward them to the Chair.
- c. **Evaluator's responsibilities**
 - i. The evaluators shall complete the EBMA Committee Rating Form (Appendix 7), which provides an evaluation of the nomination on the basis of a five-point scale applied to three categories.

Categories

* ORIGINALITY of the contribution within transactional analysis.

* RELATIONSHIP to existing theories and fields of application in transactional analysis.

* POSITIVE IMPACT the contribution has had on transactional analysis theory and/or applications.

- ii. Once completed the evaluators shall mail, or FAX and mail their rating forms to the ITAA office.
- d. **Chair's responsibilities.**
 - i. The Chair will make the evaluator assignments and the staff will distribute the necessary materials for review.
 - ii. All necessary materials must be sent to the Evaluators no later than February 15th of the award year and the evaluations must be returned by April 1 to the Chair.
 - iii. The three scores of the evaluators will be averaged. All nominations receiving the average score of more than 3.5 will be deemed worthy of receiving the award.
 - iv. If no nomination is considered worthy no award will be given.
 - v. If only one nomination is deemed worthy it will automatically receive the Award. If more than one is deemed worthy, a vote to choose among them will proceed.

6. Voting.

- a. If there is more than one nomination deemed worthy the committee will vote by rank ordering the finalists. The Evaluators, that is the committee members participating and consultants brought in any given year, will receive and return Voting Letter and Voting Form. (Appendix 8)
- b. The rank orders will be summed up. The finalist with the lower vote will receive the award.
- c. If there is a tie in the above vote the Chair is authorized to decide how to break the tie.

- d. If there any "grey areas" which cannot be resolved by the above procedures, the Chair, Members and Consultants, in a confidential discussion, without any outside influence will deliberate and come to a conclusion. However, they may include the VPR&I in their deliberations.
- e. Only the Evaluators (Members and Consultants) shall be involved in rating and rank ordering the nominations. The Chair shall participate in the voting to break a tie only.
- f. The votes shall be opened and counted by at least two staff members or one staff member and the Chair.

7. Final arrangements.

During this stage, the Chair will work with the Staff and President of ITAA to make arrangements for the presentation of the award at the annual ITAA Conference. This will include:

- a. Arranging for the notification of the winner(s) of the award, and requesting that they prepare a brief acceptance speech for the awards ceremony.
- b. Arranging for the notification of the nominees that did not receive the award, and their nominators. (See Appendix 11.)
- c. Informing the Members, the VPR&I and the ITAA BOT of the award.
- d. Designing and purchasing the plaques to be presented to winner(s).
- e. Organizing the ceremony for the presentation of the award at the annual ITAA Conference.
- f. Scheduling and arranging for the award ceremony with the ITAA President and the Conference organizers.
- g. Arranging for a presentation speech by the Chair, the VPR&I or the President in that order of preference.

Appendices

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Appendix 1

EBMA TIMELINE

December 1st - Deadline for submitting nominations for award to EBMA committee. Chair reviews material received within deadline, acknowledges the nominations, and requests to Nominators for any additional information or materials required for considering nomination.

January 15th - Deadline for submission of all materials to complete nomination.

Rating materials sent to Evaluators for each nomination

- a. Nomination Form.
- b. EBMA Rating Form (Appendix 7)
- c. A copy of the publication being nominated for the award.
- d. Other relevant materials determined by the Chair.

February 15th - All materials in evaluator's hands.

April 15th - Deadline for ratings to be returned to Staff. Staff forwards ratings to Chair. Chair decides if additional vote is needed.

May 1st - Voting form and cover letter sent by Staff if needed.

May 5th - Deadline for Evaluators to report the vote to Staff. Results of voting (mailed or faxed form or phone call log) forwarded to Chair.

June 1st. Final decision to be forwarded to VPR&I, President, and ITAA Conference Coordinators.

July 1st - Arrangements completed for plaque and ceremonies for the award to be presented at the annual ITAA conference.

Appendix 2

CALL FOR NOMINATIONS FOR THE ERIC BERNE MEMORIAL AWARD IN TRANSACTIONAL ANALYSIS

To be considered for a nomination, the following information and materials must be submitted, in electronic form (Microsoft Word or PDF), to the Eric Berne Memorial Award Committee in care of the ITAA office no later than December 1:

1. Name(s) of Author(s) nominated.
2. Publication citation. Full reference for journal article, book, or publication in which the contribution being nominated has been published.
3. A brief title for the contribution. For example, the concept in theory, a descriptive research project title, the specific practice application, a descriptive title for the comparison or integration of TA with other theories or approaches, or a title for some other relevant area.
4. A statement supporting the nomination as an original and highly significant contribution to transactional analysis. This statement, which will not exceed 1500 words, might address:
 - a. The originality and innovation of the contribution within Transactional Analysis.
 - b. The relationship to previous work in Transactional Analysis and related theories or fields of application, including research where applicable;
 - c. Evidence of critical thought and explanations for the value and need for the contribution.
 - d. Evidence of the impact the contribution has had on the development of the field of Transactional Analysis.
 - e. Any other statements about the contribution that need to be considered by the EBMA committee.
5. Individual, group, or organization making the nomination. If more than one person is making the nomination, the nominating group will provide one common statement as above, including name, address, telephone and fax numbers, and e-mail addresses of all nominators. Please indicate one person whom the EBMA Committee Chair may contact if additional material is required.
6. Copies of the publication(s): nominations must include one copy of the article(s) or book chapter(s) in which the concept or idea being nominated appears, up to a maximum of 3 articles or book chapters. If the contribution was published in a language other than English, then a translation into English must be included along with a copy of the publication(s) in the original. Unpublished Doctoral dissertations will not be considered.

To be considered for the EBMA, contributions supporting the nomination must have been published by Dec. 31st, three years before the deadline year (e.g. For the 2006 award the publication date must be before 12/31/03).

Appendix 3

TA ASSOCIATIONS LETTER

TO: Presidents of TA Associations & Editors of TA Journals and Newsletters

FROM: (Name of Chairperson), chairperson ITAA Eric Berne Memorial Award Committee

Re: Eric Berne Memorial Award in Transactional Analysis

This is to request that you give whatever assistance you can to publicize a Call for nominations for the Eric Berne Memorial Award in Transactional Analysis for the coming year and to encourage your members to participate in making nominations for the award.

In addition we would like you assistance in finding volunteers to serve as EBMA Committee members or consultants to the committee in the review process.

Here are the things that you can do in order to support and encourage your members to participate:

1. Publicize the policies and procedures through your local associations, journals, and newsletters, using the materials that are enclosed and make these available to associations and individuals directly.
2. If possible, translate the policies and procedures into the languages that are used by your members.
3. Encourage your members to make nominations for the award.
4. Submit names of persons in your association to serve as consultants to the EBMA Committee in reviewing nominations for the award.

Enclosed for your information and use are abbreviated copies of operations manual for the Eric Berne Memorial Award in Transactional Analysis which includes:

1. A general description of the award and the award process.
2. A schedule for EBMA committee activities and deadlines.
3. Policies and procedures for making appointments to the EBMA committee.
4. Call for nominations for the EBMA.

In closing, I would like to express my appreciation in advance for your assistance. Nominations must be submitted in the format described in the Call for Nominations for the EBMA in TA to the EBMA Committee in care of the ITAA office, on or before December 1, in order to be considered for the coming year.

Recommendations for persons to serve as consultants or committee members are welcome at any time.

If you have any questions or would like assistance in preparing announcements please do not hesitate to contact me or the ITAA office

(NAME OF CHAIRPERSON)
Chairperson: EBMA Committee

Appendix 4

ACKNOWLEDGMENT OF NOMINATION LETTER

TO:

FROM: Eric Berne Memorial Award Committee

Thank you for submitting your nomination for the Eric Berne Memorial Award in Transactional Analysis:

Author(s):

Publication(s):

This letter is to acknowledge that the materials you have submitted for the nomination are:

Complete, and will be processed by the EBMA Committee.

Not complete. You will need to provide the following information or send additional materials listed below in order for your nomination to be considered by the EBMA Committee.

If additional materials are required for your nomination to be considered for this year, please return these promptly to the EBMA Committee in care of the ITAA office so that they will be received no later than January 15.

If you have any questions, please contact the ITAA office or the Chairperson of the Eric Berne Memorial Award Committee.

Chairperson: EBMA Committee of ITAA

Appendix 5

EBMA NOMINEE CONGRATULATIONS LETTER

TO:

FROM: Chairperson of the Eric Berne Memorial Award Committee

Congratulations on your being nominated for the Eric Berne Memorial Award in Transactional Analysis. You should have received a copy of the materials submitted in support of your nomination by the person(s) nominating you.

Please let the Committee Chairperson know whether or not you are willing to accept the nomination.

As part of the nomination process, the EBMA Committee would like to invite you to discuss with your nominators the submission of additional materials in support of your nomination. Any additional materials should be sent to the EBMA Committee in care of the ITAA office so they will be received no later than February 1st.

You will be notified by June 1 whether or not you are selected by the committee to receive the Eric Berne Memorial Award in Transactional Analysis and it is hoped that they will attend the award ceremonies at the ITAA summer conference and present a brief (up to 20 minutes) acceptance speech.

If you have any questions, please contact the ITAA office or the chairperson of the Eric Berne Memorial Award Committee.

Chairperson: EBMA Committee of ITAA

Appendix 6

EBMA EVALUATOR COVER LETTER

(Date)

TO:

FROM: Eric Berne Memorial Award Committee

This is to request that you review and evaluate the enclosed materials that have been submitted with nominations for the Eric Berne Memorial Award in Transactional Analysis. These materials include:

1. Nomination materials received from the person(s) making the nomination.
2. A copy of the EBMA Review Form for you to complete.

Copies of all of the publication(s) involved may not be enclosed. If you do not have copies, please call the ITAA office and request that they send what you need.

Please return your review to the EBMA committee Chairperson in care of the ITAA office so that it will be received no later than April 1st.

Thank you very much in advance for being willing to do this work for the EBMA committee. Your review will be sent to the committee members for their consideration in voting on the Eric Berne Memorial Award in Transactional Analysis.

Chairperson: EBMA Committee of ITAA

Appendix 7

EBMA COMMITTEE REVIEW FORM

Dear EBMA Committee member:

You have agreed to review the following materials for nomination of the EBMA.

After thoroughly reading these materials please read the instructions and then fill out and sign one evaluation form for each nomination:

I have thoroughly reviewed and understand the materials for the nomination of _____ for the EBMA and hereby submit my rankings.

Signed: _____ Date _____

A. ORIGINALITY OF THE CONTRIBUTION WITHIN TRANSACTIONAL ANALYSIS.

5. This work is extraordinarily original and innovative
4. This work is highly innovative
3. This work is solidly innovative
2. This work is somewhat innovative
1. This work is not innovative at all

B. RELATIONSHIP TO EXISTING THEORIES AND FIELDS OF APPLICATION IN TA.

5. This work is intricately related to a number of areas theoretical and application of previous work in TA.
4. This work is related to an important area of TA.
3. This work is related to TA.
2. This work is minimally related to TA.
1. This work is unrelated to TA.

C. POSITIVE IMPACT THE CONTRIBUTION HAS HAD ON TA THEORY AND OR APPLICATIONS.

5. This work has made a dramatic impact on TA theory and practice.
4. This work has made an important impact on TA theory and practice.
3. This work has made a noticeable impact on TA theory or practice.
2. This work has had a slight impact on TA theory or practice.
1. This work has not had any impact on TA theory or practice.

Appendix 8
VOTING FORM

CONFIDENTIAL

DATE

To: EBMA Committee Members

From: EBMA Committee Chair

RE: Voting form for (year) Eric Berne Memorial Award in Transactional Analysis

I thank all of you for completing the EBMA rating forms for the (year) nominations. We still have work to do. Because a number of nominations were rated as being worthy of an award, we need to narrow the choice to one.

The nominations rated worthy of an award were, in alphabetic order, **(nominees names)**.

Please rank the nominees above in the order of worthiness for the award and return this form, completed, to the ITAA Office no later than DEADLINE. Mark "CONFIDENTIAL" and FAX to 925-600-8112 or call 925-600-8110.

Ranks

- 1.
- 2.
- 3.
- 4.

If you have any questions, please do not hesitate to contact me (Chair email) or the ITAA office. Thanks again for your contribution to this important process.

Sincerely,

(Signature)

Appendix 9

SAMPLE PLAQUE TEXT

In recognition of original and highly significant theoretical and practical contribution made to the field of transactional analysis, the International Transactional Association grants the

ERIC BERNE MEMORIAL AWARD

TO

(Recipients name)

(title, reference and date of publication)

Appendix 10

SAMPLE CONGRATULATIONS TEXT

To: (award winner)

From: Chair Eric Berne Memorial award committee

Congratulations! You have been awarded the (20xx) Eric Berne Memorial Award for your (name, work, and date of publication).

The award will be presented to you or a representative of your choice at the Dinner Banquet at the transactional analysis conference to take place on (day, date, time, and place).

Please let us know if you are planning to attend, and if not, who you want to take your place in accepting the award. If you attend we would be very pleased if you were to give a brief ten minute presentation.

Again accept our congratulations and thanks for your valuable work on behalf of transactional analysis.

Warmly,

signed

Chairperson
EBMA committee

Appendix 11

SAMPLE LETTER TO NON WINNERS

To: (nominee name)

From: Chair Eric Berne Memorial award committee

Dear (nominee name)

On behalf of the Eric Berne Memorial Award Committee, I regret to inform you that you have not been selected to receive the (YEAR) EBMA.

There were XXX strong candidates this year, and after much deliberation the committee selected a clear winner: (winner's name)'s concept "WINNER CONTRIBUTION".

I'd like to take this opportunity to express our appreciation for the significant effort your nominators put in preparing your nomination package. The committee was highly impressed by the quality of the submissions. Thank you for your work on behalf of Transactional Analysis.

Kind regards,

signed

Chairperson
EBMA committee