

NOMINATION FOR A UK NATIONAL HONOUR

GUIDANCE NOTES

Please read these notes carefully before completing a nomination form.

1 WHO MAY MAKE A NOMINATION

Any person or persons may make a nomination by completing a nomination form and forwarding it to the Honours Secretariat at the address given at the end of these notes.

2 COMPLETING THE NOMINATION FORM

Please complete the nomination form completely and accurately, following the instructions in each section closely. It is important that you provide as much information as possible about your nominee, and try to explain what their actual contribution in an area has been, as opposed to just listing jobs or posts held.

You may use additional sheets of paper, but please ensure that you state to which section the additional information you are providing relates. Please do not send in examples of the nominee's work (e.g. videos, photographs, books) as, whilst we will endeavour to return them to you, we cannot take responsibility for their safekeeping.

You may find it useful to refer to our guidance on writing citations, *How to Write Citations*, which can be found on our website at www.nidirect.gov.uk/honours-decorations-and-awards or by contacting the Honours and Appointments Secretariat using the details below.

3 NUMBER AND TYPE OF HONOURS

Honours are given to people from all walks of life and all sections of society who have made a difference to their community.

The number of honours available is strictly limited and therefore, however valuable their service, not everyone can receive recognition. It is important to realise that an honour will not automatically follow a submission. The type and level of award need not be stated – these will be determined on receipt of the nomination form. Most awards are made in the Order of the British Empire at Member level.

4 TIMING OF NOMINATIONS

There are no deadlines for the receipt of nomination forms, but their consideration is likely to take at least 12 to 18 months. This is because of the background work needed to assess a nomination. Therefore, you should not nominate a person for a specific Honours List.

Nominations should be made while the nominee is still active and, if possible, at least 12 months before he/she is expected to retire or stand down.

Honours Lists are published at New Year and on the occasion of The Sovereign's Birthday. Nominators will need to check published Lists (in the *London or Belfast Gazettes* or national newspapers) to see if their nominee is successful.

5 UNSUCCESSFUL NOMINATIONS AND RE-NOMINATIONS

If, after two years, your nominee has not been successful you may assume the nomination has lapsed. You may re-nominate but a different outcome is unlikely unless your nominee has had additional achievements.

6 CONFIDENTIALITY

All nominations for honours are treated in the strictest confidence. The nominee should **not** be informed that they have been nominated, as it is not fair to raise expectations in case they are not met.

7 SUPPORT LETTERS

Letters of support should be from others who have first hand knowledge of and can endorse the nominee's contribution. At least two letters of support are required to support a nomination.

8 ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS

Upon receipt of your nomination, we will send an acknowledgement. We regret that it is not possible to enter into correspondence on the merits of a particular nomination whilst it is under consideration.

9 CHANGES TO INFORMATION SUBMITTED

You may send additional information to support the nomination at any time, and we will ensure that this is considered with the existing papers. The Honours Secretariat should also be advised if there has been any important change to the information supplied on the nomination form, such as the home address of the nominee.

You must notify the Honours Secretariat immediately if your nominee dies, as it is not possible for a posthumous award to be made.

10 NON-UK CITIZENS

People who are not UK citizens or citizens of Commonwealth countries of which The Queen is Head of State, are eligible to be considered for awards but the award may be an honorary one.

11 THE QUEEN'S AWARD FOR VOLUNTARY SERVICE

Honours can only be given to individuals. If you wish to nominate a group, this annual award recognises and rewards outstanding achievement by groups in the community. Further information and a nomination form can be obtained at www.queensawardvoluntary.gov.uk or by calling **0845 000 2002**

12 EQUALITY MONITORING

Please help us to assess the effectiveness of the system by filling in both parts of the form. One part is about you and the other is about the nominee. The information you give will help us to improve the coverage of the honours system by ensuring that all areas of society are aware of the honours nomination process and are nominated for honours. Monitoring helps us to identify gaps. This information will be used only in aggregate for monitoring purposes. It will not be taken into account in the process of assessment of the candidate. There are no quotas in the honours system for particular groups.

13 ENQUIRIES

Information relating to the honours system may be found on our web-site at: www.nidirect.gov.uk/honours-decorations-and-awards

Enquiries should be directed to: -

Northern Ireland Honours Secretariat

Office of the First Minister and Deputy First Minister

Room FD34

Stormont Castle

BELFAST

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Telephone: (028) 9037 8132 or (028) 90378129

Facsimile: (028) 9037 8205 or Email: honours@ofmdfmni.gov.uk