

## Instructions for completing the form:

*All the information you provide about your candidate is securely held and only used for the purpose of processing their nomination for an Honour. Only people within Departments who are directly involved in the processing of Honours nominations have access to all the information on the form. Apart from your candidate's address, the Independent Sector Committees also have access to the information on the form to allow them to make informed decisions about your candidate.*

The nomination form is designed to provide the Independent Sector Committees with relevant information in a manageable format. It is therefore important to complete the form as instructed. Failing to do so will affect your candidate's chances of success.

All fields are mandatory unless stated otherwise.

### 1. About the nominee

#### **Name:**

Ensure that the candidate's full name is included. Please consider whether the candidate is known by:

- a different forename name from their given one;
- a first name which is a shortening of a first or middle name, e.g. Jim for James or Liz for Elizabeth. This should be listed under 'known as' but you should list their full name in the first name box.
- if the person is known by a completely different name from their real one or has a different maiden/married name by which they are also known, this should be listed in the 'known as' box.

#### **Title:**

If your candidate has a particular title (Doctor, Professor, Captain etc.) include it here.

#### **Post-nominal letters:**

A post-nominal is an abbreviation of an Honour, Decoration, Medal or Role that follows the name. If your candidate already has an Honour which gives post-nominal letters, please include them here. In addition, please use this box to indicate any decorations, professional memberships or appointments held by the candidate.

The following is a list of post-nominal letters which may be used:

AM	—	Member of the Welsh Assembly Government
DL	—	Deputy Lieutenant
FBA	—	Fellow of the British Academy
FREng	—	Fellow of the Royal Society of Engineering
FRS	—	Fellow of the Royal Society
FRSE	—	Fellow of the Royal Society of Edinburgh
JP	—	Justice of the Peace
MLA	—	Member of the Legislative Assembly (NI)
MP	—	Member of (UK) Parliament
MSP	—	Member of the Scottish Parliament
QC	—	Queen's Counsel
QFSM	—	Queen's Fire Service Medal

QPM	–	Queen's Police Medal
TD	–	Territorial Efficiency Decoration

The following should be listed after any existing Honour, in the following format:

- Any post-nominal indicating that someone holds a decoration (medal) comes next – so CBE TD.
- Any post-nominal indicating that someone holds an appointment from/on behalf of the Queen comes next – so CBE TD QPM.
- Any post-nominal indicating that someone is a member of a professional body comes after an honour – so CBE TD QPM FRS.
- Any post-nominal indicating that someone is appointed to an office – e.g. a member of a parliament of the UK – comes after any other post-nominals – so CBE TD QPM FRS MP.

Other post-nominal letters included on the Nomination form will be removed.

#### **Date of birth:**

The Honours and Appointments Secretariat at the Cabinet Office uses this information to help identify individuals (for example, whether they have already received an honour) and for subsequent checks throughout the process.

#### **Nationality:**

The Sovereign may honour any of her own subjects. For foreign nationals, however, the UK must have the agreement of their Government before an award can be made to one of their citizens. Failure to obtain such clearance could lead to an international incident.

General rules relating to nationality are as follows:

- UK citizens receive substantive awards;
- Dual nationals (with UK nationality) who are resident in the UK receive substantive awards. The Government of the other country whose nationality they hold is informed of the award;
- Dual nationals (with UK nationality) who are resident in their non-UK country of nationality receive substantive awards but the country (of their second nationality) must approve the award before it is offered;
- Nationals of Commonwealth countries of which The Sovereign is Head of State receive substantive awards. Awards usually have to be cleared with the Commonwealth Government concerned;
- Nationals of Commonwealth countries of which The Sovereign is not Head of State may be considered for honorary awards. Awards usually have to be cleared with the foreign Government concerned;
- Nationals of non-Commonwealth countries may also be considered for honorary awards. Again these awards usually have to be cleared with the foreign Government concerned.

#### **Address and contact details:**

The Honours and Appointments Secretariat at the Cabinet Office needs to be able to write to your nominee if they are selected in order to ask if they wish to accept the award. The honours process is very tight and allows no time to find an address if one isn't provided. Home addresses are preferred because the offer of an Honour is made in complete confidence. It is not usually appropriate to provide a workplace address, where post might be opened by someone other than the recipient.

#### **Diversity monitoring (Gender, Disability and Ethnicity):**

These fields track the diversity of people being nominated for an honour. If you do not know the answer to any of these questions, please mark it as 'not known' or 'other' instead of making a

guess. This information is solely used for monitoring how representative the Honours system is in reflecting the UK's population and has no bearing on whether your candidate is selected.

## 2. Citation

### Short citation:

The short citation is published alongside a recipient's name to indicate why they have received an award. It should follow the format: "Job title, Name of organisation (where this is applicable). For Services to...".

Examples include:

Fundraiser, Riversdale Branch, MENCAP. For services to People with Learning Disabilities in Greater Manchester.

If someone is involved in a variety of activities, the following would be appropriate:

For voluntary service to the community in Cheshire.

The term 'For charitable services' may be used where appropriate, for example when someone is a prolific fundraiser.

State (Civil) Servants:

Short citations should begin with a job title and then briefly explain what the individual has achieved. Significant voluntary contributions should always be mentioned.

Each significant word in the short citation should be capitalised (the exceptions are 'voluntary' and 'charitable', which should be lower case).

### Long citation:

These are the points you should cover in your citation:

1. Describe the benefits resulting from the nominee's service to a particular field, area, group, community, or humanity at large.
  - What has their impact been?
  - How wide is their influence?
2. What are their achievements?
  - Is there evidence in the citation to support this?
3. Has the individual gone above and beyond the job?
4. Has the nominee made a significant contribution to one or more of the Prime Minister's Objectives?

**Please note:** length of service or references to the individuals character do not add weight to the nomination, the committee are solely interested in the impact of the individuals work.

### Voluntary and charitable services:

This section of the nomination form should describe your candidate's charitable or voluntary contribution. The Prime Minister's strategic priority for the Honours system is to recognise people who are helping to build stronger, more integrated communities and who 'give back' beyond the call of duty. Individual achievements will still be recognised but a wider contribution will make a strong case even more compelling.

If your candidate's case is entirely about their voluntary or charitable contribution, please indicate this on the nomination form by moving that heading to the top of the long citation box before completing it.

**Time in current role:**

The span of someone's activities or career for which they are being nominated for.

**Total time in voluntary and charitable services:**

This should include the length of time that the candidate has been involved in the activity that they have been nominated for.

**Is the nominee leaving their current post:**

The candidate should be actively engaged in the activity for which they have been nominated, or have only very recently ceased the activity. You can nominate someone for six months after they have stopped the activity, any longer will be considered out of time. If you are aware that the candidate will soon retire, leave their post or is in ill health, please mention it on the form. Remember that it takes several months for a nomination to go through the system, so don't leave it too late to put your candidate forward.

**For State Committee nominations only:**

This should be completed only when nominating a Civil Servant.

### **3. About the nomination**

**Honours round:**

The current round is Birthday 2020.

**Rating priority:**

The Department will complete this for you.

**Sponsoring department:**

Select the relevant Department, but this isn't vital so don't worry if you don't know what it is.

**Committee:**

The Department will complete this for you.

**Award:**

The level of the award can be filled in if you wish to suggest a suitable Honour, but the Department may decide that a different level is appropriate.

**Public:**

This box should be ticked if the nomination originated from a member of the public.

**Voluntary:**

Please tick this box only if your candidate has done something which can truly be called voluntary. Most obviously this will be if they are being nominated for community or charitable work. In the context of paid employment, a voluntary contribution is something which goes beyond the expectations of their paid work – such as a contribution to their wider profession or industry. There must be tangible evidence to support the claim of a voluntary contribution.

**Support from other Departments:**

If support from other Departments is required, the Department that you are approaching will secure this for you.

**Recommendation from Lord-Lieutenant:**

The Department will complete this for you.

**Previous honours nomination:**

The Department will complete this for you.

**Previous honours nominations and awards:**

This applies only to Honours awarded by HM The Queen, i.e. awards in the Royal Victorian Order, the Order of the Bath, the Order of St. Michael and St. George, the Order of the British Empire plus the Order of Merit and the Companion of Honour. You should also say if the candidate holds a Queen's Police Medal or a Queen's Fire Service Medal. You should indicate on which list the Honour was received.