



NOMINATION FOR A UK NATIONAL HONOUR

GUIDANCE NOTES

1 WHO MAY MAKE A NOMINATION

Any person or persons may make a nomination by completing a nomination form and forwarding it to the DCMS Honours Team at the address given overleaf.

People in the following roles are typical of those considered by DCMS:

- Sport
- Creative industries (inc. fashion design, set design, costume design)
- The arts (inc. dance, sculpture, literature, theatre)
- Music (inc. classical and popular)
- Film
- Museums
- Galleries
- Tourism and hospitality
- Libraries
- Heritage
- Architecture
- Archaeology
- Conservation of buildings
- Broadcasting
- Radio

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, in detail, 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.

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.

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. 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 Gazette* 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, or get to find out, 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 fully endorse the nominee's contribution. They should give detailed information on activities the nominee undertakes.

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 DCMS Honours Team 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 DCMS Honours Team 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

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 ETHNIC 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. We want to be sure that all areas of society have access to it. We cannot tell if there are gaps unless we know the ethnic background of the individual nominating someone for an honour, and the ethnic background of the candidate.

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.

13 ENQUIRIES

Further enquiries relating to the UK honours system may be answered on our web-site which can be found at: www.culture.gov.uk/about_dcms/honours/default.htm or by writing to:

*Honours Team
DCMS
2-4 Cockspur Street
London
SW1Y 5DH*

Telephone number: (020) 7211 2313

Facsimile number: (020) 72112323

Email: pat.le-bruin@culture.gsi.gov.uk

Code:Nomguide1/2006

Code: Nomguide 1/2005



POINTS TO BEAR IN MIND WHEN MAKING A NOMINATION

- Provide as much information as possible about your nominee.
- What has the nominee's actual contribution been?
- Why are the nominee's achievements outstanding? Provide current examples.
- What activities outside the nominee's field of work would support the nomination (i.e. charitable work)?
- Long lists of appointments **do not** justify an honour on their own.
- A Curriculum Vitae is not enough on its own. Nominations consisting solely of a CV **will not be taken forward**.
- Long service is not one of the criteria - it is what the individual has done to make a difference and how he or she stands out from the crowd.
- Nominees do not need to be approaching retirement.
- 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 otherwise end their involvement with the activity for which they are being nominated.
- It is unusual for someone who has been retired for more than six months to be awarded an honour.
- Ensure that you have the required letters of support. These should be from others who have first hand knowledge of, and can endorse, the nominee's contribution.
- Remember that competition is fierce.
- Most importantly, check your facts.
- If in doubt about any aspect of the nominating process seek advice from the Honours Team at DCMS.

Our aim:

"To ensure the honours lists reflect achievement at all levels in all DCMS sectors"