

Guidance on submitting honours and awards nominations

Before you fill in the form you should telephone the Office of the Lieutenant-Governor (+44 (0) 1534 441700) to discuss your nomination. We can give you advice that will help you complete the nomination form in the most appropriate way and increase your chances of success.

Criteria for eligibility

- Those who are head and shoulders above their peers, who have made a difference or brought added value to the world in which they work; whose contribution could be judged as over and above that which might be expected when compared to others within their field and/or those who might be classed as highly respected role models or exemplars of good practice in their particular area. In all cases it is essential that those nominated should carry the respect of their peers and be seen by them as deserving.
- Those who are innovators, with a sound record of achievement, candidates at the sharp end, who are really changing things, (the movers, the shakers and the doers); those who have a real achievement or who have given outstanding service to others.
- Those who have sustained a remarkable performance against difficult local circumstances or who have made a particular contribution to a special project or a local, regional or national initiative.

Timing

- Try to avoid leaving nominations until near retirement. There is now emphasis on recognising people earlier in their careers, while they are still in the thick of things, so that they can wear their 'badges' with pride (but this does not mean that deserving candidates nearing retirement should be overlooked).
- Honours is a highly competitive area. Since awards made following retirement are rare, it increases a candidate's likely chance of success if the initial nomination is made well before their retirement date. In general terms if the nominee is retiring from the principal activity that gave rise to their nomination, then he/she will only be considered for inclusion on a list within six months of retirement.

Completing the Jersey Honours Nomination Form

Your nominee will be in competition with many other such nominations, not only from within Jersey, but with those from the other Channel Islands and, eventually, with a long list of individuals from across the UK. It follows that for our nominations to have any real chance of success the citation which forms the basis of our submission must be as strong as possible and really bring out the achievements of the individual concerned.

Experience has taught us that it is only the proposer, in this case you, who has enough knowledge to present a really convincing case which does your candidate proper justice.

The following notes will help you to complete the Jersey Honours Nomination Form:

Date of birth: use dd/mm/yy

Total length of service: Round figure to the nearest full year.

Length of service in present appointment: Round figure to the nearest full year.

Private home address and telephone number: Give full home address including postcode. Include telephone number where available.

Top tips for writing citations

The long citation is the key part of the nomination form. It is the "business case" for an honour. Like any business case, the more convincing it is the better the chance of success. Similarly like a business case it needs to cover a number of areas and it will be assessed on the robustness of the evidence provided.

All nominations will be considered by the Jersey Honours and Awards Committee and at least one of the UK's Honours Committees and ultimately will be read by people who will have no personal knowledge of your candidate and/or their achievements.

What to say when making your candidate's case for an honour

Each committee will look to the nomination to provide evidence of:

- **Merit and excellence**
 - How and why the candidate's service or contribution is exceptional
 - What specifically they have done and how it marks them out from others
 - How and in what ways they have gone the extra mile, above and beyond that reasonably expected or paid for
- **Any special achievements**
- **How and in what ways has the candidate made a real difference**
 - The impact of their activities
 - The importance of their work to the community at large
 - The added value they have brought to the world in which they work
- **How and why they stand out as head and shoulders above their colleagues or as the best in their field**
 - Whether they are role models, highly respected or exemplars of best practice in their field
 - Whether colleagues or the public will see an honour as truly deserved
- **A sustained contribution, unless nominated for a specific or set of outstanding achievements over a shorter period**

How to write up your candidate's case for an honour – dos and don'ts

Do

- Remember that the long citation is the case for an honour and should give a full and rounded but accurate and honest picture of why the candidate deserves an honour
- Aim for an opening sentence that summarises the person's achievements or contribution in a way likely to capture the interest of the Honours Committee
- Try to ensure that the nomination fits onto one page and that the long citation is summarised in one continuous paragraph of no more than 20 lines, using Arial Narrow font in 11 point at one and half lines spacing
- Concentrate on the key reasons why you think your candidate deserves an honour
- Highlight your candidate's personal contribution referring to substantial examples of their achievements or service and the impact of their activities (not just dates and roles within committees)
- Mention if officials in other organisations / agencies would support the nomination
- Include details of any work the candidate does for voluntary bodies
- Follow the candidate's contribution as chronologically as possible and include dates where known
- Use plain English and short unambiguous sentences
- Spell out the names of an organisation when first used, then use the abbreviation
- Present numbers one to nine in words. 10 and above in numbers
- Round monetary sums eg £4m not £4 million
- Use title case for published material, performances and names of ships etc (eg The Wind in the Willows)

Do not

- Waste space by using paragraphs or repeating your candidate's name, he or she is fine – the final citation can only be 20 lines long
- Include information about their education and early career unless relevant to the case
- List the posts held by your candidate without an indication of their special contribution to them
- Overuse superlatives. If using exceptional or outstanding - justify it
- Include unsubstantiated or doubtful information
- Mention disabilities or difficult home circumstances unless it has a direct bearing on the case
- Include text that fails to add anything new to what you have already said
- Use abbreviations unless universally known e.g. BBC
- Use capital letters unless warranted

- Include quotation marks, acronyms, italics, underlined or bold text

Finally

Once you have written your candidate's case, re-read it and ask the following questions:

- Why am I really nominating this person?
- What have they done to deserve an honour?
- Why now?

If the case does not answer your questions clearly and persuasively and provide the necessary evidence, then it is not strong enough. Think about how you can improve it and how you can get any missing information. The Chief of Staff at Government House can advise you about this.

Submitting your nomination

Send the completed Jersey Honours Nomination Form (preferably by email) to:

Email: governorsoffice@gov.je

Post:

The Office of the Lieutenant-Governor
St Saviour
Jersey
JE2 7GH

Fax: +44 (0) 1534 441799

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