

Office of the Governor General – Antigua and Barbuda

Nomination for a National Honour of Antigua and Barbuda

Thank you for making the effort to nominate someone for an honour. We know that forms can be daunting. Please feel free to email us at hcabgov@gmail.com copied to the Office of the Governor General at govgenab@gmail.com if you have any questions and we’ll do our best to help.

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| GUIDANCE NOTES |

**1 WHO MAY MAKE A NOMINATION**

Anyone may nominate another person, or an institution as defined by law, by completing this form and forwarding it to the Secretary, Honours Committee at the address given below. Self-nominations will not be considered by the Committee.

##### COMPLETING THE NOMINATION FORM

Please complete the nomination form completely and accurately, following the instructions in each section. It is important that you provide as much information as possible about your nominee. Don’t just list jobs, posts held or goods and services provided; try instead to explain what their actual contribution or impact has been.

You can use additional sheets of paper, but please make sure that you make clear which section you are completing.

##### TYPE AND NUMBER OF HONOURS

Honours are awarded to individual persons from all walks of life and all sections of society who have made a difference to their community.

Honours may also be awarded to any company, institution, organization or social club which has rendered an outstanding contribution to the promotion, development, protection or advancement of the arts, history or cultural heritage or humanitarian endeavours in Antigua and Barbuda.

The number of honours available is strictly limited and therefore, however valuable their service, unfortunately not everyone or institution can receive recognition in this way. It is important to realise that an honour will not automatically follow a submission. You do not need to suggest the type and level of award – these will be determined when the nomination is assessed by the honours committee.

##### TIMING OF NOMINATIONS

Honours lists are generally published on the occasion of the National Independence Celebrations each year. The deadline for the receipt of nomination forms is the last working day of September at 11 a.m. Submissions received after this date will be considered in the following year. This is because of the background work needed to assess a nomination. You should not try to nominate a person for a specific honours list. Nominators will need to check published lists in the Gazette or official notices emanating from the Government authorities to see if their nominee is successful.

While it is not mandatory, nominations should be made while the nominee is still alive or the organisation is operational.

##### UNSUCCESSFUL NOMINATIONS AND RE-NOMINATIONS

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

##### CONFIDENTIALITY

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

##### 7 SUPPORT LETTERS

Letters of support should be provided from persons with first-hand knowledge of the nominee who can endorse their contribution or supply additional information. At least one letter of support is required to support a nomination.

##### 8 ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS

We will acknowledge receipt of your nomination. We regret that we cannot enter into correspondence on the merits of a particular nomination.

##### 9 CHANGES TO INFORMATION SUBMITTED

You may send additional information to support the nomination at any time. We will ensure that it is considered with the existing papers. The Honours Committee 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 can email the Honours Committee at any time for an update on your nomination.

You must notify the Honours and Appointments Secretariat immediately if your nominee dies or the institution is closed, as posthumous awards are exceptions rather than the norm.

##### 10 NON-CITIZENS

 People who are not Antiguan and Barbudan and institutions not registered in Antigua and Barbuda may be considered for awards.

##### 11 INSTITIONAL AWARDS

Honours can only be given to institutions any company, institution, organization or social club which has rendered an outstanding contribution to the promotion, development, protection or advancement of the arts, history or cultural heritage or humanitarian endeavours in Antigua and Barbuda. Nominations for institutions contributing in any other area will not be accepted.

##### ENQUIRIES

Further enquiries relating to the National Honours system may be made by writing to:

***Secretary***

***Honours Committee***

***Government House***

***Independence Drive***

***St. John’s***

***Telephone number:*** *(268)462 0003*

***Facsimile number:*** *(268) 462 2566*

###### Email:hcabgov@gmail.com/ govgenab@gmail.com



Office of the Governor General – Antigua and Barbuda

NOMINATION FOR A NATIONAL HONOUR OF ANTIGUA AND BARBUDA

**Please read the accompanying guidance notes before completing this form.**

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| **DETAILS OF PERSON MAKING THE NOMINATION** |

**My name and address:**

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| **Surname:** |  | ***(Incl. title e.g. Mr, Mrs, Miss, Ms, Dr, Rev etc)***  |
| **Forenames:** |  |  |
| **Address:** |  | ***This address will be used for an acknowledgement and any future correspondence.*** |
|  |  |  |
| **Post Box:** |  |  |
| **Telephone no:** |  | ***(Incl. area code if overseas number)*** |
| **Email address:** |  |  |
| **Relationship to nominee:** |  | ***Please state your relationship to the nominee (e.g. son, colleague, friend).*** |

**All Nominations are assessed on an equal and transparent basis.**

**By submitting this nomination, you declare that the information you have provided is – to the best of your knowledge – accurate and complete. Providing false information may lead to your nominee being removed from consideration for an honour.**

**Signature…………………………………………………………………...Date (d/m/y)………………………**

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| ***Please send this form and any enclosures to:*** |
| **Secretary****Honours Committee****Government House****Independence Drive****St. John’s, Antigua****Antigua and Barbuda** | **Telephone number: (268)462 0003****Email:** **hcabgov@gmail.com****Email copy to:** **govgenab@gmail.com** |

**DATE: DAY………. MONTH………………………………………………………… YEAR…………………..**

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| NOMINEE |
| *Please clearly print or type the following details about the person/institution you are nominating. You must ensure that all sections of this form are completed or we will be unable to consider your nominee.* |

**I nominate the following person OR institution for a National Honour of Antigua and Barbuda:**

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| **PERSON**Surname: |  | *It is most important that the name given is accurate and that the spelling is correct.* |
| Forenames: |  |  |
| Title: |  | *E.g. Mr, Mrs, Miss, Ms, Dr, Rev etc.* |
| **INSTITUTION**NAME:Address: |  | *Please include as full an address as possible.* |
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| Date of Birth/ Formation: |  | *Or approximate age if date of birth is not known.* |
| Telephone no: |  | *If known. (Incl. area code if overseas number.)* |

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| Nationality/ Country of Registration: |  | Antigua and Barbuda | *Please tick.* |
|  |  | Other (please specify) |  |

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| *The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the honours system with the exception of background information provided, which may be used in association with the announcement of any honour granted.* |

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| THE RECOMMENDATION |
| Please tell us how your nominee has made a significant contribution in their area of activity. We are looking for persons who have given exemplary service, to include who:* have changed things, with an emphasis on practical achievement;
* have demonstrated innovation and entrepreneurship;
* are examples of the best sustained and selfless voluntary service;
* have delivered in a way that has brought distinction to Antiguan and Barbudan life.

We are looking for institutions which fit the following definition:any company, institution, organization or social club which has rendered an outstanding contribution to the promotion, development, protection or advancement of the arts, history or cultural heritage or humanitarian endeavours in Antigua and Barbuda.It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others and make it clear if the achievement is in one area or in a number of different areas. |
| **Please state in not more than 20 words the service for which you consider that the nominee should receive an honour (for example, service to the community in Swetes; service in the area of steel pan music).** |

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| **Please list the post(s), with start and end dates, in which the nominee has excelled. In the case of institutions, please list the achievements.** * **If you do not know exact dates, please estimate the period of time.**
* **Please state if the post was paid or unpaid or you do not know.**
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| **Please 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?**
* **What are their achievements?**
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| **Are there others giving a similar service to that of the nominee? (Please delete as appropriate.)** **Yes/No.****If YES, please tell us what makes the nominee and their contribution stand out from such people or institutions?** |

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| **Please list any other ways in which the nominee’s contribution been recognised elsewhere (for example, in the media, by awards or by professional/interest groups** **Please attach any documents which provide evidence of that recognition (for example, newspaper clippings or letters).** |

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| LETTERS OF SUPPORT |
| Please obtain two or more letters which endorse the nominee’s contribution from people who are familiar with the services provided by the individual or institution. These are to be attached to this form. Please list below the names of the supporters and **tick the box if their letter is to follow**. |

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| **Supporter’s name** | **Role in which the supporter has known the nominee (for example, colleague, friend, Director of the institution).** | **Dates of knowledge (if known)** |
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PHOTOGRAPH OF THE NOMINEE/ LOGO/OFFICIAL PHOTO OF THE INSTITUTION:

(please include a high quality photo)

This can be sent electronically to hcabgov@gmail.com with the full name in the subject line