

## PRESS RELEASE

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### Do the Honours for Essex

A campaign to encourage more Essex people who go that extra mile to be nominated for the Queen's Honours awards is being launched by Lord Petre, the Lord Lieutenant of Essex.

The *Do the Honours for Essex* campaign aims to promote nominations for awards for those people who make a real difference to the community, whether it is in their field of work, through their interests or pursuits or on a local level. It also aims to raise awareness that anyone can make a nomination.

At the launch at Ingatestone Hall (30 September), Lord Petre, who is the Queen's representative in the county, said: "Honours recognise the achievements of ordinary people who do extraordinary things. We want to see more successful nominations for Essex people whose efforts have been of significant benefit to the community.

"Anyone can nominate. If you know someone who has made a significant difference in their field of work or in their community or who has achieved great things against all the odds, then you may be able to say thanks and Do the Honours for Essex."

A website [www.essexhonours.co.uk](http://www.essexhonours.co.uk) has been launched as part of the *Do the Honours for Essex* campaign. It outlines the aims of the campaign and links to the national honours website which carries guidance and forms to make nominations.

The honours lists are issued twice a year - at New Year and on the Queen's official birthday in mid-June.

Twenty-four Essex people were included in the Queen's Birthday Honours in June.

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## **Notes to Editors:**

### **Photo Caption:**

## **NOMINATION FOR A UK NATIONAL HONOUR – GUIDANCE NOTES**

### **WHO MAY MAKE A NOMINATION**

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

### **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.

### **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.

### **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.

### **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.

## **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.

## **SUPPORT LETTERS**

Letters of support should be from others who have first hand knowledge of and can endorse the nominee's contribution.

## **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.

## **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 Ceremonial 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 Ceremonial Secretariat immediately if your nominee dies, as it is not possible for a posthumous award to be made.

## **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.

## **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](http://www.queensawardvoluntary.gov.uk) or by calling 0845 000 2002

## **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.

## **ENQUIRIES**

Further enquiries relating to the UK honours system may be answered on our web-site which can be found at: [www.honours.gov.uk](http://www.honours.gov.uk) or by writing to:

*Ceremonial Secretariat,  
Cabinet Office,  
35 Great Smith Street,  
London SW1P 3BQ.*

*Telephone number: (020) 7276 2777*

*Facsimile number: (020) 7276 2766*

Email: [ceremonial@cabinet-office.x.gsi.gov.uk](mailto:ceremonial@cabinet-office.x.gsi.gov.uk)