

How long does it take?

It usually takes at least 18 months from the date of submission of a nomination until the nominee's Award is published in either His Majesty The King's New Year or Birthday Honours list. Time is taken to check details and to carry out a consultation and assessment process. You can provide additional information or further letters of support at any stage. Please bear in mind that not everyone who is nominated will receive an award.



What awards are available?

Most successful nominees receive an award within the Order of the British Empire. The specialist Honours Committees decide which level of Award is appropriate. These are:

- **British Empire Medal (BEM)**, awarded for exceptional 'hands-on' service to a local community in Suffolk
- **Member of the Order of the British Empire (MBE)**, recognising an achievement or service to the community or county which has delivered a sustained impact, and which stands out as an example to others
- **Officer of the Order of the British Empire (OBE)**, for those who have performed a distinguished regional or county-wide role in any field
- **Commander of the Order of the British Empire (CBE)**, rewarding a prominent national or regional role
- **Dame or Knight**, for those who have made a preeminent contribution in any field, usually at national level



Don't wait, nominate someone deserving today

Suffolk has so many people who deserve a National Honour. However, they won't get one unless someone nominates them. So, please download a nomination pack from www.gov.uk/honours or ring **020 7276 2777** or email lieutenancyoffice@suffolk.gov.uk and make a nomination today.



Honouring Suffolk



Nominate someone from Suffolk who deserves National recognition.



Across Suffolk there are thousands of people involved in good causes who deserve to be formally recognised with a National Honour for the incredible work they have done. You can help them receive the recognition they deserve by nominating them for an Honour.

Who can I nominate?

You can nominate anyone for an Honour, but only those who have done something exceptional will actually be awarded an Honour.

Those who assess the nominations are looking for people who have made a real difference to their communities or in their field of work and are still actively engaged in what you are nominating them for. So, before putting your candidate forward, you need to consider that they have done some or all of the following:

- Made a real impact in their community or workplace
- Exemplified the very best sustained and selfless voluntary service
- Earned the respect of people around them
- Changed things for the better
- Improved the lot of those less able to help themselves
- Displayed moral courage in making and delivering difficult choices
- Demonstrated innovation and entrepreneurship
- Brought distinction to Suffolk life and enhanced its reputation

Up to 1,300 individuals are recognised for their achievements in both The King's New Year and Birthday Honours Lists each year.

With so many people being nominated, you will want to make sure that your nomination stands out.

How to nominate someone for an Honour

It is simpler than you think.

The Suffolk Lieutenancy Office can help support you with your nomination, including help with writing a good nomination. Email us at lieutenancyoffice@suffolk.gov.uk, and we will help you.

You will find detailed guidance, some case studies, and a nomination form at www.gov.uk/honours; or you can telephone the Honours Team in the Cabinet Office in London on **020 7276 2777** and someone will talk you through the process and send you everything you need.

In addition to the nomination form, you'll need some letters of support. These need to be written by people who have first-hand knowledge of the person you're nominating, and can confirm and add to what you have written about them.

Remember - Do not tell the person you are nominating for an Honour - it must be a surprise.

Getting your nomination right

You will need to describe what makes the person you are nominating special, what have their achievements been, what impact have they had on people, communities, organisations and on what scale. Don't write something that looks like a CV or a job description, they are the weakest nominations and will likely not be successful. If you can, include examples to show why you are nominating them and how they are head and shoulders above their peers or a role model to others over several years.



Who decides who gets an honour?

It's an independent selection system, free from political or other undue influence. Once you have made your nomination, it will be handled in the first instance by a team in the Cabinet Office who check that all the required information has been included. They will seek comments and feedback from those who are likely to know the nominee or their area of activity. When everything's in order, a citation is prepared for one of a number of specialist Honours Committees to consider.

These committees are comprised of a majority of independent experts and cover a variety of fields – community, voluntary and local service; the arts and media; sport; health; education; science and technology; the economy; politics; and service to the state. Each Committee decides which are the worthiest candidates and submits its recommendations to a Central Committee, which then prepares the final list for the Prime Minister, who submits it unaltered for His Majesty The King's approval.

