

Nomination for a UK National Honour

Thank you for taking the time to nominate someone for an honour. We know that forms can be daunting. These guidance notes are intended to help you, but if you're not sure about any part of the process, please don't be discouraged: just email us at sciencehonours@go-science.gov.uk and we'll do our best to help.

GUIDANCE NOTES

1. WHO CAN MAKE A NOMINATION

Anyone can nominate someone else for a UK National Honour by completing the nomination form and sending it to sciencehonours@go-science.gov.uk. You cannot nominate yourself.

2. COMPLETING THE NOMINATION FORM

Please complete the whole nomination form 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 or posts held: try instead to explain what their actual contribution or impact has been.

Please do not send in examples of the nominee's work (e.g. videos, photographs, books) as nomination information is scanned into an electronic system and such evidence cannot be kept.

You may find it useful to refer to the Cabinet Office *How to Write a Nomination*, which can be found at honours.cabinetoffice.gov.uk/how-to-nominate/.

3. LETTERS OF SUPPORT

Please obtain two letters which endorse the nominee's contribution from people who are familiar with their services. Ideally these should be attached to this form, but they may be sent separately.

4. 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, unfortunately not everyone 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.

5. TIMING OF NOMINATIONS

Honours lists are published at New Year and on the occasion of The Sovereign's Official Birthday. There are no deadlines for the receipt of nomination forms, but their consideration is likely to take at least 12 to 18 months. This is because of the background work needed to assess a nomination. So, you should not try to nominate a person for a specific honours list. Nominators will need to check published lists (in the *London Gazette*, national newspapers or at www.gov.uk) to see if their nominee is successful.

Nominations should be made while the nominee is still active and, if possible, at least 12 months before they are expected to retire or stand down, because of the time needed to assess their contribution.

6. UNSUCCESSFUL NOMINATIONS AND RE-NOMINATIONS

If, after two 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.

7. 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.

8. GENERAL DATA PROTECTION REGULATION

The Government Office for Science takes seriously the security of your personal information and that of anyone you nominate. We will always ensure that it is stored securely and seen only by those people involved in processing the nomination.

We will ensure that we will treat all personal information in accordance with data protection legislation, including the General Data Protection Regulation and Data Protection Act 2018. Under the data protection legislation in effect from 25 May 2018, information relating to honours nominations is exempt from the requirement to issue a privacy notice, or to respond to data subject requests.

9. 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.

10. 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 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 can email the Honours Team at any time for an update on your nomination.

You must notify the Honours Team immediately if your nominee dies, as it is not possible to award an honour posthumously.

11. NON-UK CITIZENS

People who are not UK citizens or citizens of Commonwealth countries of which The King is Head of State are eligible to be considered for awards, but the award may be an honorary one.

12. EQUALITY MONITORING

Please help us to assess the effectiveness of the honours system by completing the gender, ethnicity and disability details for your nominee. This information will help us to improve the coverage of the honours system by ensuring that all areas of society are aware of the nomination process and are nominated for honours. Monitoring helps us to identify gaps. This information will be used only in aggregate for monitoring purposes and is not part of the assessment of the nominee. There are no quotas in the honours system for particular groups.

13. SUBMISSION

By submitting a 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.

Please send this form and any enclosures to:

Government Office for Science Honours Secretary Email: sciencehonours@go-science.gov.uk

14. ENQUIRIES

Further enquiries relating to the UK Honours system may be answered on the Cabinet Office website (honours.cabinetoffice.gov.uk) or by writing to:

Honours and Appointments Secretariat Email: honours@cabinetoffice.gov.uk Telephone: (020) 7276 2777