



# New Zealand Royal Honours - How to submit a great nomination

25 May 2022



Ministry for  
**Ethnic  
Communities**  
Te Tari Mātāwaka

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# What do we need to nominate ethnic candidates for the NZ Honours?

Submit:

- a completed NZ Royal Honours Nomination Form
- two Letters of Support

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# Nomination form

...in details



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# Section 1 – Contact details of the nominator

Please read the accompanying nomination guidelines before completing this form.

## Section 1 – Information about the nominator – person making the nomination.

Personal details		* Required details	
Title *	Hon		
First Name *	<u>Privanca</u>		
Middle Names			
Surname *	Radhakrishnan		
Current Royal Honours			
Relationship to the nominee *	Minister for Diversity, Inclusion and Ethnic Communities		
Contact details			
Street/Apartment No. *	Parliament Office	Post Code *	6160
Street Name *	Private Bag 18041	Home Phone	
Suburb	Parliament Buildings	Mobile Phone	
City/Town *	Wellington	Email Address	

# Section 2 – Contact details of the nominee

## Section 2 – Information about the nominee - person you are nominating for a New Zealand Honour.

Personal details		* Required details	
Title *			
First Name *			
Middle Names			
Surname *			
Date of birth	Gender *	<input type="checkbox"/> Male <input type="checkbox"/> Female Another gender <input type="checkbox"/> (please specify): _____	
Citizenship	Ethnicity (if known)		
Current Royal Honours	Crown Appointments		
Contact details			
Street/Apartment No. *	Post Code *		
Street Name *	Home Phone		
Suburb	Mobile Phone		
City/Town *	Email Address *		

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## Section 3.1 – Describe the service and achievements of the nominee

- Who is this nominee?
- What is special about your nominee's achievements?
- What have they done to deserve a New Zealand Royal Honour?
- *This should be an introduction and a summary of their service/contribution across all areas.*

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**Section 3.2 – Describe the contribution the nominee has made to one or more of the following; their local community, their region, New Zealand as a whole, and/or internationally**

- How have they made a difference in their community or field of work?
- What is revolutionary/outstanding about the work they did?
- How have they demonstrated innovation or entrepreneurship, improved the lives of others, or exemplified selfless voluntary service?
- *Tell their story and give an indication of their longevity of service.*

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## Section 3 – Describe what makes the nominee’s service and achievements stand out above and beyond that of their peers, or above and beyond what might reasonably be expected as part of their paid employment

- Are they the first to have done something? Have they obtained unprecedented results in a specific area of work/service?
- You may list your nominee’s occupation and positions held in organisations, but be specific about the achievements that make them stand out above and beyond their peers.
- *Celebrate the nominee’s unique achievements.*

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**Section 3.4 – Describe how the nominee’s service and achievements are regarded by their colleagues, and whether they have been formally recognised by their colleagues or through other awards (e.g., life membership of an organisation, honorary doctorate, etc.)**

- *List any public acknowledgment, award, scholarship or recognition they have received.* These need to be accurate and verifiable.
- You can also add details about other people/community members’ anecdotes or words of appreciation on the nominee’s contributions, or describe why and by whom they are held in high regard.

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# Section 3 – Continued

## Positions or offices held by the nominee

Please set out the main positions or offices held by the nominee, and the period of service.

Organisation	Position	From (date)	To (date) / current	Paid or voluntary?
National Council of Women	Deputy Chair	2018	Current	voluntary

## Letters of Support

Please obtain **two** or more letters that endorse the nominee's contribution from people who are familiar with his or her service and achievements. The letters of support add depth to the nomination. Please attach the letters of support to this form and list the names of the support persons below.

Name of person or organisation	Tick if letter is attached
Jo Block, Mayor of Lower Hutt	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

# Section 4 – Checklist for submission

## Section 4 – Checklist and Sending Application

- Have you re-checked your nomination and ensured all the compulsory information has been provided?
- Have you answered all the questions in section 3?
- Are your letters of support enclosed with this nomination?

PLEASE SEND THIS FORM AND ANY ENCLOSURES TO:

The Honours Unit Cabinet Office Executive Wing L10 Parliament Buildings Wellington 6011	Telephone number: (04) 830 5011 E-mail: <a href="mailto:honours@dpmc.govt.nz">honours@dpmc.govt.nz</a> Web: <a href="http://www.dpmc.govt.nz/our-programmes/new-zealand-royal-honours">www.dpmc.govt.nz/our-programmes/new-zealand-royal-honours</a>
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Nominator signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Letters of Support

- Support letters add depth to the nomination and validate your nominee's character and achievements.
- They need to be obtained from people or organisations who can confirm and elaborate on that individual's achievement or service.
- It is probably good practice to try to source the letter of support from an official entity or a public figure, like local government/councillor, church, organisations, etcetera, and to ask them to include their letterhead (if any).

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# Tips & reminders



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- Complete the nomination form completely and accurately.
- DPMC Honours Unit will run background checks on each nominee: make sure everything you write is either verifiable through a google search, or through proven community knowledge.
- You may use additional sheets, but please ensure you include the nominee's name on each page. Please do not send in examples of the nominee's work such as DVDs, photographs or books.
- You can refer to a [successful nomination example](#) provided to us by the Ministry for Women.

**Accurate facts**

- Every name needs to be spelled correctly and, the first time, used in full (eg. cities, organisations, universities, places, job titles, awards received, etcetera).
- Do not copy and paste information found on Google: use your critical thinking to ensure accuracy.
- You don't need to reinvent the wheel, just add depth to the information and wording used in the [table of Potential nominees for New Year's 2023 Honours](#) for the Minister's consideration.

## Accurate names

- The nominee should **not** be informed that they have been nominated.
- Non-New Zealanders are eligible for honorary awards.
- You may send additional information to support the nomination at any time (via the Minister's Office) .
- Advise the Honours Unit (via the Minister's Office) if there have been any changes to the nominee's personal details or any other information supplied on the nomination form.
- Once the Honours Unit has received your nomination, a short citation on your nominee will be written, based on the information you provide. This will be presented to the Cabinet Appointments and Honours Committee, chaired by the Prime Minister, who makes the final decision.
- New Zealand Royal Honours Lists are published at New Year and on The Queen's Birthday in June.
- If the nomination is successful, nominees are formally asked by the Governor-General, on behalf of The Queen, whether they accept or decline the proposed honour. Sometimes the reason your nominee does not appear on the list is that they may have declined the honour.
- Your nominee may be considered for two honours lists; if they are not successful in either list, you may assume that the nomination has lapsed.

## Honours Unit Process



## Next steps

- Please, update the [Honours tracker](#) with the submitted potential nominees (on the 'Submitted noms' tab) and with the ones not shortlisted for this round (on the 'Candidates' tab)
- Think about how to source information like contact details and roles held, and how to source the letter of support for each candidate. Deadline to the MO is COB, 9 June.
- Submit to the services team:
  - One nomination form for each candidate **by 12pm, Wednesday 8 June;**
  - Two letters of support for each candidate **by 12pm, Thursday 9 June**



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