

NOMINATION FOR A NIUE HONOURS AWARD PULEGA KE FOAKI E FAKAMAILOGA NIUE

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 *	
First Name *	
Middle Names	
Surname *	
Current Honours	
Relationship to the nominee *	

Contact details

Maaga *		Phone	
Matakavi *		Email Address	

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

Personal details

* Required details

Title *			
First Name *			
Middle Names			
Surname *			
Date of birth		Gender *	M ☐ F ☐
Citizenship		Ethnicity (if known)	
Current Honours			

Contact details

Maaga *		Home Phone	
Matakavi *		Email Address	

Section 3 – The nomination details

Please complete all of the sections below.

1. Describe the service and achievements of the nominee:

2. Describe the contribution the nominee has made to one or more of the following; their local community i.e., village or settlement, sporting code (where appropriate), Niue as a whole, and/or regionally or internationally:

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:

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.):

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 voluntary? or

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
	☐
	☐
	☐
	☐
	☐

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:

Niue Awards Committee Office of Premier Fale Fono II Alofi NIUE	Telephone number: 4200 E-mail: Niue.Premier@gov.nu Web: https://www.gov.nu/niue-honours-awards/
---	--

Nominator signature: _____ **Date:** _____

Niue Honours Nomination Guidelines

This guide is designed to help you nominate (or re-nominate) a person for a Niue Award. Niue Award List is published on the occasion of Constitution Commemorations 19 October.

WHO CAN MAKE A NOMINATION?

Anyone can nominate a person they think is worthy of a Niue Award and anyone can be nominated. The nominator needs to complete a nomination form. Completed nomination forms can be sent to:

National Awards Committee
Office of the Premier
Fale Fono II
Halamahaga, Niue
Email: Niue.Premier@gov.nu

COMPLETING THE NOMINATION FORM

Please complete the completely and accurately. It is important that you provide as much factual, relevant information as possible about your nominee and the reasons for which recognition is sought.

Describe what is special about your nominee's achievements and what they have done to deserve a Niue Award. Tell the story of how they have made a difference in their community or field of work and give an indication of their longevity of service. Show how they have demonstrated innovation or entrepreneurship, improved the lives of others, or exemplified selfless voluntary 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.

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.

Support letters add depth to the nomination and validate your nominee's character and achievements.

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.

It is not appropriate to nominate yourself for a Niue Award, and such nominations will not be considered.

SUBMITTING THE NOMINATION

Nomination forms are accepted throughout the year, but the processing and consideration of nominations is likely to take *at least* six months prior to the announcement of an Awards List at Constitution Commemorations. You will receive a letter from the Office of the Premier letting you know that your nomination has been received and informing you of the list for which your nominee will be considered.

The Office of the Premier will not enter into any further correspondence on your nomination. The Awards List Honours is published in the Niue Government Gazette in October during Constitution Celebrations. You will need to check the list at the time of its announcement, in the national media and on the Government website, to see if your nomination has been successful.

If the nomination is successful, nominees are formally asked by the Clerk of Cabinet, on behalf of The Government, whether they accept or decline the proposed honour. Sometimes the reason your nominee does not appear on the list is that he or she may have declined the honour.

MAKING ADDITIONS OR CHANGES TO THE 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.

Please advise the National Awards Committee if there have been any changes to the nominee's personal details or any other information supplied on the nomination form. **You must notify the Committee immediately if your nominee dies. It is not possible for a posthumous award to be made.**

CONFIDENTIALITY

The consent of the person being nominated is not required. 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.

All nominations for honours are treated in the strictest confidence. No information regarding the nominee or the details of the nomination is divulged.

THE NUMBER OF HONOURS AWARDED

The number of honours available is strictly limited for each list. Not everyone can receive recognition, no matter how worthy their accomplishments. It is important to realise that an honour will not automatically follow a nomination.

RE-NOMINATING UNSUCCESSFUL NOMINATIONS

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. In order for your nominee to be reconsidered, you will need to either write to or email the Office of the Premier and request the nominee be reconsidered.

All previously sent information and nomination forms are kept on file. You do not need to re-submit any nomination forms, information or support letters previously sent. If your nominee has completed more service worthy of recognition since the time you first nominated them, please inform the Office of the Premier so we can update their file. Please inform us if your nominee's personal information, such as address, has changed.