**CONFIDENTIAL - IOP PUBLIC HONOURS RECOMMENDATION FORM**

To recommend a candidate via the Institute of Physics for a public honour please complete the following form.

*For internal use only. Information on this form will be used by the IOP to prepare a nomination for submission to the Honours Committee.*

|  |  |
| --- | --- |
| Name of the person you would like to recommend: |  |
| Their main affiliations (if retired please state) |  |
| Does this come with support of any IOP Group and/or Nation or Branch (if so which) |  |
| If you can, please name a maximum of 2 persons who could be contacted to write a supporting letter to go with the nomination *(contact will be made through the IOP and assistance given on the format the letter should take)* |  |
|  |
| Please state why you think this individual is deserving of an honour*We have attached an extract from the Cabinet Office guidelines which may help you here* |
|  |
| Is there any reason why the IOP should push this through the Government’s fast track route? Is the nomination time critical or is there any other urgency for example? |  |

Your contact details:

|  |  |
| --- | --- |
| Name: |  |
| Email: |  |
| Telephone: |  |
| Relationship to nominee: |  |

Thank you for taking the time to complete this form. **When completed, please return it to** **governance@IOP.org**

**FOR INFORMATION – taken from Guidance provided by the Cabinet Office**

**Who deserves an honour?**

Honours recognise and celebrate outstanding achievements. There are always fewer honours than people who deserve them and because they are rare, they should be reserved for people:

* Who have changed things especially by solid, practical achievement;
* Whose work has brought distinction to British life or enhanced the UK’s reputation in their area or activity.

If you think your nominee demonstrates one or both of these accomplishments and that their contribution stands out from other people’s, please consider nominating them for an honour.

**How do I write a nomination?**

The most important thing is to provide evidence of what they’ve done and how they’ve made things better for others.

Your nomination form doesn’t need to be a work of art – it doesn’t matter whether it’s typed or handwritten or whether it has pictures. There isn’t a right way or a wrong way to write a nomination and it doesn’t need to be particularly formal. There’s no “right length”. Every nomination is different. But your nomination must tell the story of what your candidate has done.

Give examples of how they have demonstrated outstanding quality. Show how your candidate has:

* Contributed in a distinctive way to improving the lot of those less able to help themselves;
* Devoted themselves to sustained and selfless voluntary service;
* Shown innovation or creativity in delivering lasting results.

A good nomination should also describe as vividly and precisely as possible the difference their contribution has made. Try to answer the following questions:

* How were things before they began?
* How are they now?
* What makes your candidate different from others doing the same thing?

Give details to support these claims. Show how your candidate has:

* Earned the respect of their peers and become a role model in their field;
* Produced, perhaps against the odds, sustained achievement which has required moral courage, vision, the ability to make tough choices or determined application and hard work.