



9 February 2016

Dear Audrey,

UK NATIONAL HONOURS

I am writing to invite you to put forward nominations from the youth sector for the UK National Honours. There are two lists published every year at New Year and again in mid-June on the date of the Queen's official birthday.

As you know, the honours process provides a great opportunity to recognise outstanding individual achievements and highlight the contribution of the youth sector as a whole. We know that there are many people in the sector making a significant and sustained positive impact on the lives of young people, and I am asking for your help to identify these important individuals.

We receive a vast amount of public nominations each year, therefore it is important that accurate and specific evidence of the nominee's work is included in the nomination to give them the best possible chance for success. This includes providing clear examples which demonstrate the impact of the individual's work.

Before making a nomination, please consider whether the individual has achieved any of the following:

- Made a real impact in their community or workplace
- Exemplified the very best sustained and selfless voluntary service
- Gained the respect of their peers
- Changed things in their field for the better
- Displayed moral courage in making and delivering tough choices
- Demonstrated innovation and entrepreneurship

To make a nomination, please visit the GOV.UK: <https://www.gov.uk/government/publications/nominate-someone-for-a-uk-national-honour>. Here you will also find important information on what to include in your nomination, along with some helpful guidance.

If you require any further information on the process of nominating someone from the youth sector for a National Honour, please contact my colleague Kisswana Omezi at kisswana.omezi@cabinetoffice.gov.uk.

I would be grateful if you could help to promote this within your organisational networks, to help ensure that we have as broad a representation from the sector as possible.

Yours sincerely,

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