



Norman Houston

20/08/2004 10:10

To: Helen Tweedie/CSG/DFP@DFP, Dorothy
Angus/OFMDFM/DFP@DFP
Subject: Iraq Honours List

3664/2003

Helen

I have just seen Nigel Hamilton's note of 12 August about the Iraq Honours List. I had a whiff of this a few weeks ago via John Jeffrey at the Foreign Office, John had mentioned the possibility of a new medal for Iraq which was to be approved by the Queen.

Details at that stage were very hazy and John didn't have a lot of information. I am writing to you because there were two NICS staff in Iraq. They were [redacted] and [redacted] from the Executive Information Service, who are now back in NI.

They were both seconded to the FCO team and it would not be possible for Stephen Grimason to fill out the citation, it needs to be someone in a senior position in the Foreign Office. I would not want these officers to lose out or slip through the net.

I am copying this note to Stephen, Dorothy and John Jeffrey in London so they are aware of [redacted] and [redacted] situation and that they are not overlooked when consideration is being given to who should be put forward.

Norman Houston

Marcella

To hold. Iraq file.

N 19.8.04

Helen

Helen Tweedie

17/08/2004 09:42

To: Perm.Sec@dfpni.gov.uk, Lynda Christie/CSG/DFP@DFP, Catherine Ferguson/CSG/DFP@DFP, Linda Brown/CPG/DFP@DFP, Anne Gracey/CPG/DFP@DFP, John McMillen/PS/DFP@DFP, Gail Moore/PS/DFP@DFP, Andrew McCormick/CFG/DFP@DFP, Gillian Russell/CFG/DFP@DFP, David Thomson/CFG/DFP@DFP, Jill Downie/CFG/DFP@DFP, Leo O'Reilly/CFG/DFP@DFP, Christine Mills/CFG/DFP@DFP, Patricia.Montgomery@LRNI.gov.uk, Linda.Paterson@LRNI.gov.uk, Nigel Woods/VLA/DFP@DFP, Maria Sloan/VLA/DFP@DFP, Robin Cole/LEGAL/DFP@DFP, Roisin Cleary/LEGAL/DFP@DFP, Norman Caven/NISRA/DFP@DFP, Arthur Scott/RCA/DFP@DFP, Carol McClure/RCA/DFP@DFP, Ethne Harkness/LEGAL/DFP@DFP, Susan Harper/LEGAL/DFP@DFP, Joanne McCarthy/CSG/DFP@DFP, Chris Thompson/CSG/DFP@DFP, Meta Kennedy/BDS/DFP@DFP, Carol Ann Jeffers/NISRA/DFP@DFP, Ray Long/BDS/DFP@DFP, Barbara Allen/PS/DFP@DFP, Alexander Smith/OFMDFM/DFP@DFP

cc:

Subject: IRAQ HONOURS LIST

The link in my e mail of 13 August regarding the above has been removed from the database. The documents below contain all relevant information.

Helen Tweedie
Corporate Planning Unit
Ext: 68049



M McNally letter re Iraq Honours 2004. IRAQ HONOURS 2004 - HOCS LETTER.



Honours state citation form 2005.c Honours non-state citation form 2005.

Helen Tweedie & John Jeffery Stuart Gunning.

Support Division

Room P7, Rathgael House
Balloo Road, Bangor BT19 7NA
Tel No: 028 9185 8119
Fax No: 028 9185 8048
email: Margaret.McNally@dfpni.gov.uk



Department of
**Finance and
Personnel**
www.dfpni.gov.uk

From: Margaret McNally
Corporate Planning Unit

cc: Brian Martin
Sean Gillan

Date: 13 August 2004

To: DAG
Sandy Smith, IFI

ISSUE: To seek State and Non-State Nominations for an Iraq
Honours list

TIMESCALE: By Tuesday 31 August 2004.

RECOMMENDATION: To provide nominations on the attached forms (marked
Restricted – Honours) to be sent to Helen Tweedie by the
above date.

1. The HOCS has asked us to commission both State and Non-State nominations for an Iraq Honours list. These awards may be announced either in a special Iraq Honours list in late November or early December or included in the New Year Honours list.
2. I attach the letter issued to us by the HOCS office. Also attached are blank forms and guidance. I would emphasise that when completing the forms you comply strictly with the guidance given.
3. All correspondence or queries should be directed to Helen Tweedie of Corporate Planning Unit (68049) or to me (68119).

Signed [M McN]

Margaret McNally

RESTRICTED – HONOURS



Head of the Civil Service

Head of the Office of the First Minister & Deputy First Minister

Nigel Hamilton

Room FD.34, Stormont Castle, BELFAST BT4 3TT, NORTHERN IRELAND

Tel: 028 9037 8133 Fax: 028 9037 8205 Email: hocs@ofmdfmi.gov.uk

HCS/1182/04

FROM: NIGEL HAMILTON

cc PS/Joe Pilling
Gary Smyth

12 AUGUST 2004

COR/232/04

TO: NI PERMANENT SECRETARIES
JOHN DOWDALL, NIAO
ARTHUR MOIR, CLERK TO THE NI ASSEMBLY
TOM FRAWLEY, OFFICE OF THE NI COMMISSIONER OF COMPLAINTS
AND NI ASSEMBLY OMBUDSMAN
PAUL SWEENEY, OFMDFM

IRAQ HONOURS LIST

1. I have been invited by No 10 to nominate candidates for honours who have made an exceptional contribution to the reconstruction and transition to democracy in Iraq. These awards may be announced either in a special Iraq Honours list in late November or early December or included in the New Year Honours list. A final decision on this has not yet been made and there have been no public announcements about the proposal.
2. The list is expected to include some 50 civilian awards (the Armed services will not be included) mainly, though not exclusively, at OBE and MBE levels. State (Civil Servants) and non-State candidates are eligible. Whilst it is appreciated that your Department may have had little, if any, involvement in Iraq, all

RESTRICTED – HONOURS

RESTRICTED – HONOURS

Departments are being given the opportunity to put forward nominations if appropriate.

3. Nominations should be for candidates where the major part of the citation is about their contribution, efforts and achievements in Iraq. In particular, priority will be given to candidates who made an impact between January 2003 and the transition of power at the end of June 2004. As usual, the names recommended should be those of British citizens or citizens of other Commonwealth countries and territories of which The Queen is Head of State. Nominations should be made on the standard citation forms.
4. In order that I may meet No 10's deadline for a response, I should be grateful if your **nominations or a nil return would be sent to Gary Smyth no later than 10 September 2004.**

Nigel Hamilton

NIGEL HAMILTON

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HONOURS CITATION FORM: STATE

LIST	NY/BD	20
AWARD		

Priority		Category		Number	
BME		Voluntary		Public	
				Gender	

DEPARTMENT (AGENCY/NDPB)	
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SURNAME		TITLE	
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FORENAME(S)		POST NOMINALS	
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DATE OF BIRTH		TOTAL LENGTH OF SERVICE		
AGE		LENGTH OF SERVICE IN POST AND GRADE		

PREVIOUS HONOURS AND DATES	PREVIOUS SUBMISSIONS AND DATES
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LEAVING CURRENT POST	
NATIONALITY	

SHORT CITATION	
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LONG CITATION

HOME ADDRESS AND TELEPHONE NUMBER	
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FOR CEREMONIAL SECRETARIAT USE

CORRES		NU FILE		INDEXED BY		RESULT	
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NOTES ON COMPLETION – STATE CITATION FORM

The form should be completed in Times New Roman 10 pitch

LIST	Delete either NY or BD and insert year in full eg 2000
AWARD	Enter the level of award for which the candidate is to be considered
PRIORITY	Enter departmental priority ranking
CATEGORY and NUMBER	Leave blank for Ceremonial Secretariat use only
BME	Enter 'E' if the nominee is known to be from a black or minority ethnic group
VOLUNTARY	Enter 'V' if the candidate undertakes voluntary work
PUBLIC	Enter 'P' if the case originated from the public or has public support eg Lord Lieutenant, MP etc. Do not enter 'P' if the candidate was put forward by a sponsored body
GENDER	Enter 'F' for female or 'M' for male
DEPARTMENT	Enter "Northern Ireland Civil Service"
SURNAME	Block Capitals
FORENAME(S)	Block Capitals. Enter all forenames in full - not initials
TITLE	Enter Mr/Mrs/Ms/Miss/Professor/Dr etc
POST NOMINALS	Only list certain post nominal letters eg JP, QC, DL, FRS and existing honours awards. DO NOT ENTER ACADEMIC QUALIFICATIONS NOR MEMBERSHIP OF PROFESSIONAL BODIES (unless they are Royal Societies).
DATE OF BIRTH	Use the form dd.mm.yyyy This must be entered for ALL candidates.
AGE	Round this figure to the nearest full year using the date of publication of the List
TOTAL LENGTH OF SERVICE	Insert the figure (only) in full years, rounding up or down as appropriate. DO NOT enter the word "years".
LENGTH OF SERVICE IN POST	Insert the figure (only) in full years, rounding up or down as appropriate. DO NOT enter the word "years".
PREVIOUS HONOURS AND DATES	Insert where known and use the abbreviated form eg MBE NY98
PREVIOUS RECOMMENDATIONS	Departments need not complete this entry as the information is held by the Honours Secretariat, OFMDFM.
JOB TITLE/GRADE	Enter the job title (if any), Grade (in brackets), division and Department eg Director of Personnel, (Grade 5), Personnel Division, Department of.... For Public Service.
LEAVING CURRENT POST/NATIONALITY	Give date and reason for leaving the post eg Age, Retirement, End of Contract or Posting, Redundancy, Ill Health, Resignation, Early Retirement. Enter nationality in all cases including if British.
LONG CITATION	Complete in 20 lines using Times New Roman in 10 pitch at one and a half line spacing. THIS BOX MUST NOT BE EXTENDED ONTO ANOTHER PAGE.
HOME ADDRESS	Enter <i>full</i> address including County and <i>full postcode</i> and telephone number if known.

Any questions concerning completion of this form should be addressed to:

Northern Ireland Honours Secretary
Office of the First Minister and Deputy First Minister
Honours Secretariat
Room E4.15
CASTLE BUILDINGS
Stormont
BELFAST BT4 3SR
Tele: (028) 9052 8162 (GTN: 28162)
Fax: (028) 9052 8200 (GTN: 28200)

January 2004

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C:\DOCUME~1\Bowman\SLOCALS-1\Temp\Honours state citation form 2005.doc