

Nomination Guidelines



Who is eligible?

To be eligible, a nominee must be:

- a substantive member of the FS occupational group (including FSDP and MCTP); and
- a member of PAFSO.

Who can submit a nomination?

Nominations are welcome from any interested party, including members of:

- the foreign service;
- the private sector;
- NGOs; and
- the public.

What are the selection criteria?

Nominees are judged on the basis of exceptional achievement in a specific circumstance and/or over the course of their career, as exemplified through assignments both domestic and foreign.

Specifically, a nominee will be judged on his or her:

- initiative and creativity;
- dedication to serving Canada and Canadians;
- effectiveness in interacting with cultures in which the officers have worked; and
- ability to inspire colleagues and professional contacts.

What to include in the nomination letter?

The nomination letter must provide specific illustrations of accomplishments that meet the above criteria, and must describe:

- who is being nominated;
- how this individual demonstrated his/her exceptional achievement; and
- why it matters.

Make sure the nomination letter is as explicit as possible as this is the only introduction the judges will have to the candidate.

What are the letters of support?

The nomination letter must be accompanied by **at least two detailed letters of support**. These letters should reinforce and expand upon the nomination of the candidate. It is strongly encouraged that nominators seek additional letters of support, if possible.

The letters of support can come from sources such as:

- supervisors and peers of the nominee;
- senior officers;
- colleagues in other government departments; and
- members of the private sector, NGOs and other institutions with which the nominee has interacted.

Who is on the selection committee?

Recipients of the PAFSO Awards will be selected by a panel of distinguished judges whose broad and varied experience in both the private and public sectors gives them a unique perspective on Canada's Foreign Service and the many roles its officers fulfill at home and abroad.

What is the deadline for nominations?

Nominations, including the two support letters, must be received by PAFSO by **April 5**. Additional letters of support received after April 30 will not be considered by the judges.

All nominations must be submitted to:

Ms Dilys Buckley-Jones
Secretary to the Awards Committee
The Professional Association of Foreign Service Officers

Mail: 412-47 Clarence Street
Ottawa, Ontario K1N 9K1 Canada

Fax: 613-241-5911

Email: awards@pafso-apase.com

Questions?

Email awards@pafso-apase.com