CONFIDENTIAL
(when completed)

Nomination for Membership of the GIEH IR-REPUBBLIKA or THE NATIONAL ORDER OF MERIT or for the Award of A MEDAL OF THE REPUBLIC

NOTE: To be completed in block letters or typed. See details overleaf.

DETAILS OF A PERSON BEING RECOMMENDED FOR AN AWARD

These matters are confidential and the nominee should not be approached directly for details. If details are not known please indicate accordingly.

Surname: Names (in full):	Home Address: Office Address:		
Name of Husband/Wife:	Telephone No: Home	Telephone No: Office	ID Card No:
University Degrees, Honours, etc:	Date of Birth		Place of Birth

If a Citizen of Malta by Naturalization, state:
a) Date of arrival in Malta:
b) Naturalization Certificate details:

Please set out below (and continue on a separate sheet, if necessary) details of the activities undertaken by the person being nominated and the reasons the person concerned should receive special recognition from the Government and people of Malta.

DETAILS OF PERSON/ORGANISATION SUBMITTING RECOMMENDATION

The following information about the person/organisation submitting this recommendation is needed to enable the Nominations Committee to seek further details, if required.

Surname: Name (in full):	Telephone. No: Home	Telephone. No: Office	ID Card No:
Home Address: Office Address:	Signature: Date:		

If recommendation is being made on behalf of an organisation:
Name of Organisation:
Address of Organisation:

The names and addresses of individuals/organisations able to support the recommendation should also be provided.

1. Name and Address:	2. Name and Address:	3. Name and Address:

PREPARATION AND SUBMISSION OF NOMINATIONS FOR HONOURS, DECORATIONS AND AWARDS

GENERAL INFORMATION

In terms of the Gieh ir-Repubblika Act, the President of Malta may bestow honours, decorations and awards upon Maltese citizens who distinguish themselves in any field of endeavour.

This special recognition by the President is made on the advice of the Prime Minister. A Nominations Committee is established by law to propose candidates to the Prime Minister. The honours, decorations and awards are: Member of the *Xirka, Gieh ir-Repubblika* (SG); Member of The National Order of Merit in the grades of Companion of Honour (KUOM), Companion (KOM), Officer (UOM), and Member (MOM); Medals of the Republic, namely, *Midalja ghall-Qadi tar-Repubblika, Midalja ghall-Qlubija,* Long and Efficient Service Medal and National Commemorative Medals which are awarded under 'ad hoc' Rules.

BASIS FOR NOMINATION

Any Maltese citizen may be proposed for an award and such nomination may be made by any individual, community organisation, professional body or similar group. Awards may be made for special service to Malta or for service to a particular locality or field of activity or to a particular group within the community.

HOW TO PREPARE A NOMINATION

Nomination Form: Nomination Forms are available from one of the addresses shown below. Essential personal details of both the nominee and the nominator are required and the form must be completed in full.

Submission: A submission should be prepared setting out the full details of the nominee's service. In preparing the submission the following should be noted:-

- The submission should be completed in block letters or typed.
- The space provided on the Nomination Form for service details is rarely sufficient yet no more than a full page or two should be submitted.
- It is important to highlight the achievements of the nominee while holding an appointment. These should be as detailed as possible.
- A chronology of appointments is not sufficient but it is important to quote dates relevant to the major areas of service.
- Where a person has been involved in many endeavours it is usually best to select 3 or 4 major activities and develop these. The other activities should be mentioned but not fully detailed.
- The submission should concentrate on activities in the last 5 years. Earlier achievements are generally only useful as background information.
- The submission should clearly indicate whether the service has been honorary or paid employment.

Referees: The submission must have the names and addresses of three referees who **may** be contacted by the Nominations Committee. Referees should have a good knowledge of the work of the nominee. One referee should be nominated for each aspect of the person's service set out in the submission if more than one field of endeavour is involved.

Letters of Support: Letters of support are **not** required by the Nominations Committee.

SUBMISSION OF NOMINATIONS

Nominations may be submitted at any time but there is no guarantee that a person can be considered for an award or that an award can be given in a particular year. The appointments and awards are announced on the 13 December, Republic Day, of each year.

The completed submission should be forwarded to:-

The Chairman
Nominations Committee for Honours, Decorations and Awards
Office of the Prime Minister
Auberge de Castille
VALLETTA

The envelope should be marked in block letters "NOMINATION - STRICTLY CONFIDENTIAL"

FURTHER INFORMATION

Further information, together with nomination forms, may be obtained from the Department of Information, Auberge de Castille, Valletta or by writing to the Chairman of the Nominations Committee at the above address.

This form is also available in Maltese.
Din il-formola tista' tinkiseb ukoll bil-Malti.

PLEASE TURN OVER

Nomina għas-Sħubija f'ĠIEĦ IR-REPUBBLIKA jew
fl-ORDNI NAZZJONALI TAL-MERITU
jew għall-Għoti ta' MIDALJA TAR-REPUBBLIKA

KUNFIDENZJALI
(meta mimlija)

NOTA: Għandha timtela b'ittri kbar jew b'*typewriter*. Ara d-dettalji fuq wara ta' din il-Formola.

DETTALJI TAL-PERSUNA LI QED TIĠI NOMINATA

Dawn il-materji huma kunfidenzjali u dak li jiġi nominat m'għandux jiġi avviċinat direttament għad-dettalji. Jekk wieħed ma jafhomx jekk jogħġbu jgħid hekk skond il-każ.

Kunjom: Ismijiet (Sħaħ):	Indirizz tad-Dar: Indirizz ta' l-Uffiċċju:		
Isem tar-Raġel/Mara:	Nru. tat-telefon:		Nru. ta' l-ID:
	Tad-Dar	Ta' l-Uffiċċju	
Gradi Universitarji, Unuri, eċċ:		Data tat-Twelid	Post tat-Twelid
Jekk Ċittadin ta' Malta b'Naturalizazzjoni wieħed għandu jagħti: a) Data ta' meta wasal Malta: b) Dettalji taċ-Ċertifikat tan-Naturalizazzjoni:			
Hawn taħt (u jkompli fuq karta oħra jekk hemm bżonn) wieħed għandu jagħti d-dettalji ta' l-attivitajiet tal-persuna li qed tiġi nominata u r-raġunijiet li għalihom għandha tirċievi għarfien speċjali mill-Gvern u l-poplu ta' Malta.			

DETTALJI TAL-PERSUNA/ORGANIZAZZJONI LI QED TISSOTTOMETTI N-NOMINA

L-informazzjoni li ġejja dwar il-persuna/organizazzjoni li qiegħda tagħmel din ir-rakkomandazzjoni hija meħtieġa biex tgħin lill-Kumitat tan-Nomini jikseb aktar tagħrif, jekk ikun meħtieġ.

Kunjom: Isem (sħiħ):	Nru. tat-telefon:		Nru. ta' l-I.D.
	Tad-Dar	ta' l-Uffiċċju	
Indirizz: Tad-Dar:	Firma:		
Indirizz Ta' l-Uffiċċju:	Data:		
Jekk ir-rakkomandazzjoni qed issir f'isem organizazzjoni: Isem ta' l-Organizazzjoni: Indirizz ta' l-Organizazzjoni:			

Għandhom jingħataw ukoll l-ismijiet u l-indirizzi ta' persuni/organizazzjonijiet li jistgħu jikkonfermaw ir-rakkomandazzjoni.

1. Isem u Indirizz:	2. Isem u Indirizz:	3. Isem u Indirizz:

PREPARAZZJONI U SOTTOMISSJONI TA' NOMINI GĦAL UNURI, DEKORAZZJONIJIET U GĦOTJIET

INFORMAZZJONI ĠENERALI

Skond l-Att dwar Ġieħ ir-Repubblika, il-President ta' Malta jista' jagħti unuri, dekorazzjonijiet u għotjiet lil ċittadini Maltin li jkunu ddistingwew irwieħhom f'oqsma differenti ta' abiltà.

Dan l-għarfien speċjali isir mill-President fuq il-parir tal-Prim Ministru. Kumitat tan-Nomini huwa mwaqqaf bil-liġi biex jipproponi kandidati lill-Prim Ministru. L-unuri, dekorazzjonijiet u l-għotjiet huma: Membru tax-Xirka, Ġieħ ir-Repubblika (SG); Membru ta' l-Ordni Nazzjonali tal-Meritu fi grad ta' Kumpann ta' l-Unur (KUOM), Kumpann (KOM), Uffiċjal (UOM), u Membru (MOM); Midalji tar-Repubblika li huma: Midalja għall-Qadi tar-Repubblika, Midalja għall-Qlubija, Midalja għal Servizz Twil u Effiċjenti u Midalji ta' Tifkira Nazzjonali li jingħataw taħt Regoli apposta.

BAŻI GĦAN-NOMINA

Kull ċittadin Malti jista' jiġi propost għal għotja u din in-nomina tista' ssir minn kull individwu, organizazzjoni komunitarja, għaqda professjonali jew grupp simili. L-għotjiet jistgħu jsiru għal servizz speċjali lil Malta jew għal servizz lil xi lokalità partikolari jew qasam ta' attività jew lil grupp partikolari fil-komunità.

KIF TIPPREPARA NOMINA

Il-Formola tan-Nomina: Din il-Formola tan-Nomina tista' tinkiseb minn wieħed mill-indirizzi murija hawn taħt. Il-formola titlob dettalji personali essenzjali sew ta' min jiġi nominat kif ukoll ta' min jinnomina u għandha timtela kollha kemm hi.

Sottomissjoni: Is-sottomissjoni għandha issir billi wieħed jagħti d-dettalji kollha tas-servizz ta' min ikun nominat. Meta tkun qiegħda tiġi ppreparata s-sottomissjoni wieħed għandu jinnota dan li ġej:-

— Is-sottomissjoni għandha tkun miktuba b'ittri kbar jew bit-*typewriter*.
— Rari huwa biżżejjed il-vojt li hemm għad-dettalji dwar is-servizz iżda m'għandhomx jintbagħtu aktar minn paġna sħiħa jew tnejn.
— Huwa mportanti li jintwerew sew il-kisbiet ta' min jiġi nominat waqt li jkun fil-kariga. Dawn għandhom ikunu dettaljati kemm jista' jkun.
— Kronoloġija ta' ħatriet mhix biżżejjed, iżda huwa mportanti li jintwerew id-dati relevanti għall-oqsma prinċipali tas-servizz.
— Meta persuna tkun imdaħħla f'ħafna oqsma ta' attivitajiet normalment l-aħjar huwa li wieħed jagħżel 3 jew 4 attivitajiet prinċipali u jagħti d-dettalji relattivi. Għandhom jissemmew l-attivitajiet l-oħra, imma mhux fid-dettal sħiħ.
— Is-sottomissjoni għandha tikkonċentra fuq attivitajiet ta' l-aħħar 5 snin. Suċċessi oħra ta' qabel huma ġeneralment meħtieġa biss bħala sfond ta' informazzjoni.
— Is-sottomissjoni għandha tindika ċar jekk is-servizz kienx onorarju jew impieg bi ħlas.

Referees: Bħala parti mis-sottomissjoni wieħed għandu jagħti lista ta' tlett *referees* li **jistgħu jiġu** avviċinati mill-Kumitat tan-Nomini. Ir-*referees* iridu jkunu jafu sew ix-xogħol ta' min jiġi nominat. Għandu jiġi nominat *referee* għal kull aspett tas-servizz muri fis-sottomissjoni jekk iktar minn qasam wieħed ta' abiltà hu nvolut.

Ittri ta' Tishiħ: Ittri biex isaħħu n-nomina **m'humiex** meħtieġa mill-Kumitat tan-Nomini.

SOTTOMISSJONI TA' NOMINI

Jistgħu jintbagħtu sottomissjonijiet meta wieħed irid iżda m'hemm l-ebda garanzija illi persuna tista' tiġi kkunsidrata għal xi għarfien speċjali jew għal għotja f'xi sena partikulari. Il-ħatriet u l-għotjiet jiġu mħabbra fit-13 ta' Diċembru, Jum ir-Repubblika, ta' kull sena.

Is-sottomissjoni sħiħa għandha tintbagħat lil:

Iċ-Chairman
Kumitat tan-Nomini għal Unuri, Dekorazzjonijiet u Għotjiet
Uffiċċju tal-Prim Ministru
Berġa ta' Kastilja
VALLETTA

L-*envelope* għandu jkun immarkat b'ittri kbar "NOMINAZZJONI-STRETTAMENT KUNFIDENZJALI"

AKTAR INFORMAZZJONI

Aktar informazzjoni, flimkien ma' formola tan-nomini, jistgħu jinkisbu mid-Dipartiment ta' l-Informazzjoni, Berġa ta' Kastilja, Valletta, jew billi wieħed jikteb liċ-Chairman tal-Kumitat tan-Nomini fl-indirizz t'hawn fuq.

Din il-formola tista' tinkiseb ukoll bl-Ingliż.
This form is also available in English.

AQLEB WARA