**BEIS Honours Secretariat**

1 Victoria Street

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| 05 June 2020 |  |

Dear Sir/Madam,

**URGENT CALL FOR NOMINATIONS FOR HONOURS TO RECOGNISE**

**OUTSTANDING COVID-19 CONTRIBUTIONS**

We are writing to you with an extraordinary opportunity to recognise exemplary contributions to combatting the impact of Covid-19. As you know, the Honours system is designed to recognise and celebrate outstanding achievements at every level of society.

The Queen has agreed to defer the announcement of the Birthday Honours 2020, giving rise to a small window for BEIS and its stakeholders to respond to a call from the Prime Minister to recognise outstanding contributions to combatting the impact of Covid-19.

Please take some time to consider people within your organisation or networks who deserve recognition. These nominations will be included in the Permanent Secretary’s Honours meeting in late June for discussion and agreement alongside the New Year 2021 Honours.

Full details of criteria as set out by the Prime Minister are included in the attached Annex.

In brief, please consider:

* Individuals who have worked on the frontline of their organisation or in their sector to directly support the most vulnerable members of society who have caught COVID-19.
* Made significant innovations to processes in order to support the vulnerable and those with COVID-19
* Gone to extraordinary lengths to keep critical services going.

You are invited to submit your nominations on behalf of your organisation or for any other individuals you think worthy of recognition by **June 18, 2020**. Please note the usual diversity metrics will not apply on this occasion.

Yours faithfully

The BEIS Honours Team

**ANNEX**

See attached new blank citation form and Cabinet Office advice and guidance on how to complete it.

If you have questions regarding this process or would like advice on making a nomination please do not hesitate to contact Beryl Hitch or James Nugent in the BEIS Honours Secretariat by telephone on 020 7215 6486/2210 or by email at honours@beis.gov.uk

The team are also happy to provide more tailored advice in person, and to consider how we can work together to improve the pipeline of candidates from our sectors. If you would find a meeting about citation writing or the general process helpful, please contact them.

Please email your completed citations by **Thursday 18 June** to honours@beis.gov.uk