

Shurley - pro cc to Hdg Sect, PL. - (then back to me)  
- All ideas to me covering RESTRICTED  
by cop 5 I've please.

Hd/NPD

Ed. you pls coordinate ideas, ideas sent  
David Kelly? (long being typical).  
AT 14/5  
14/5

From: Eric Matthey  
Honours Secretary

Date: 09 May 2003

cc: Private Secretary  
PS/Ministers  
PS/PUS  
Mr de Chassiron  
Mr Williams, Press Secretary  
Heads of Department

DGs and Directors (for action please)

**NEW YEAR HONOURS 2004: DS AND OVERSEAS LIST**

1. I should be grateful if recommendations for the Diplomatic Service List for the following categories could reach me by 23 June 2003.

(a) State Servants - primarily DS and HCS staff serving in the UK (those serving overseas will be considered by Heads of Mission, but there is no reason why you should not also draw attention to good overseas candidates). For those approaching retirement, the last list for which they are eligible is the list following their date of retirement;

(b) Non-State Servants - individuals resident in the UK but whose services - which must have been to UK interests - have been largely or entirely overseas-orientated (again, those overseas will be considered by Heads of Mission, but you may also draw attention to good candidates). Please ensure that you nominate UK citizens (if dual nationals, please indicate the second nationality).

2. I should be grateful if Directors would particularly ensure that Heads of Department are given an opportunity to suggest candidates. It would help if Directors could endorse or comment on any nominations submitted by departments.

3. Please bear in mind the FCO's priorities when selecting candidates:

- humanitarian or human rights work;
- those working in difficult conditions;
- those whose services are to British trade development;
- those whose work contributes significantly to the furtherance of Britain's interests overseas;
- diversity criteria (see para 4).

Covering RESTRICTED

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