

Shirley - photo to Med Sec, PL. - Can back to me.

*Handwritten signature: H. J. NPD*

- All ideas to me Covering RESTRICTED  
by COP 5 same plane.

*Handwritten:* Cd. you pls coordinate ideas, how about David Kelly? (long being typical)

From: Eric Matthey  
Honours Secretary

Date: 09 May 2003

*Handwritten signature and date:* 19/5

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

- 178

FAM/S/0001

## Covering RESTRICTED

4. In common with all Whitehall Departments, the FCO is asked to aim at submitting a full range of honours candidates which will better reflect the make-up of the UK population than hitherto. Increasing emphasis is being placed on ensuring that ethnic minorities are more fairly represented, although women are still under-represented too. In both cases, this applies particularly at the higher levels - so nominations at 'C' level and above in these categories would be especially welcome. All recommendations will, of course, continue to be made strictly on merit.

5. Younger officers who have given really exceptional service should not be overlooked. There is no age bar. When recommending any member of staff, please indicate in what way the officer's service has involved exceptional achievement.

6. It is likely that there will be a special Honours List for Iraq this autumn, on the lines of that done for Afghanistan last year. Please indicate whether any nominations you make would be suitable for inclusion on this special list.

7. I attach:

(a) a copy of the FCO Honours Recommendation Form (and notes on its completion). Please photocopy as necessary (the form is available on the FCO Intranet and can be completed electronically);

(b) guidance on the level of awards appropriate to the various types of candidate;

(c) guidance provided by the Cabinet Office for the Prime Minister's List but which is also applicable to the Diplomatic Service List, particularly for non-state servants.

*Eric Matthey*

Eric Matthey  
Honours Secretariat  
Protocol Division  
OAB 1/62  
Tel: 020-7008 1027  
Fax: 020-7008 0971

HONOURS IN CONFIDENCE

TX 6  
(Revised 03/96)

FCO HONOURS RECOMMENDATION FORM

<b>1. Category</b> State <input type="checkbox"/> Non State Servant <input type="checkbox"/> (Please tick as appropriate)		<b>2. List</b> Birthday <input type="checkbox"/> New Year 20 <input type="checkbox"/>	
<b>3. Full name and title/status, forenames first, then surnames only in CAPITALS</b> <input type="text"/>		<b>4. Honour recommended</b> <input type="text"/>	
<b>5. Precise national status, ie citizenship</b> <input type="text"/>		<b>6. Grade/Job Title/Short Citation</b> <input type="text"/>	
<b>7. Age (years)</b> <input type="text"/>	<b>8&amp;9. Length of service (years)</b> Total <input type="text"/> In present grade or post <input type="text"/>		<b>10. Retirement Date</b> <input type="text"/>
<b>11. Previous recommendations</b> <input type="text"/>	<b>12. Previous Honours and Dates</b> <input type="text"/>	<b>13. Private address in UK</b> <input type="text"/>	
<b>14. Order of preference (If more than One candidate for same honour)</b> <input type="text"/>	<b>15. National salary scale (State servants only)</b> <input type="text"/>	<input type="text"/>	
<b>16. Recommended by :</b> <input type="text"/>			<b>17. Date</b> <input type="text"/>

**18. Grounds of recommendation :**

- 180

FAM/15/0003

## RESTRICTED

**APPROPRIATE AWARDS: THE DIPLOMATIC SERVICE AND OVERSEAS LIST**

The awards which are considered appropriate for the various types of candidate on the Diplomatic Service and Overseas List are:

<b>Diplomatic Service:</b>		
<b>Diplomatic Branch:</b>		
Senior Management Structure (SMS)	)	GCMG
	)	KCMG, DCMG
	)	CMG, OBE
Band D6 and D7		OBE
Bands A, B and C*		MBE
Research Officers Branch	)	
	)	
Communications and Technical Branch	)	
	)	Awards appropriate to equivalent Diplomatic Branch grades
Security Officers Branch	)	
	)	
Secretarial Branch	)	
<b>British Council, GCHQ:</b>		As for corresponding DS grades
<b>Locally-engaged staff:</b>		
Grades I - V		MBE
<b>Local British nationals:</b>		GCMG, KCMG, DCMG, CMG KBE, DBE, CBE, OBE, MBE Knight Bachelor
* Some senior Band C Officers may also be eligible for OBE		

## RESTRICTED - HONOURS

## THE HONOURS SYSTEM

## PRIME MINISTER'S LIST: BRIEFING NOTE

1. Each Prime Minister's List consists of around 1,000 awards published at New Year and on the occasion of The Queen's Birthday (June). Of these, some 30 will be Knightships (or DBE/DCB), around 100 will be CBEs and the remainder OBEs or MBEs.
2. The level of award is determined by the nature of the achievement of the individual and their contribution in "making a difference", particularly those at the sharp end of society who really change things, and in general terms is as follows:

**KNIGHTHOOD**

Pre-eminent contribution in any field, usually but not exclusively at national level, or in a capacity which will be recognised by peer groups as inspirational and significant nationally, and which demonstrates sustained commitment;

**CBE**

A prominent national role of a lesser degree, or a conspicuous leading role in regional affairs or making a highly distinguished, innovative contribution in his or her area of activity;

**OBE**

A distinguished regional or country-wide role in any field, including distinguished practitioners (in the arts field authors and actors for example) known nationally;

**MBE**

Service in and to the community of a responsible kind (including, for example, as a committed and effective leader of a local voluntary organisation; community worker, inspiring public service practitioner; local councillor etc) which is outstanding in its field; or very local "hands-on" service (as School Crossing Warden, fund raiser, Parish Councillor etc) which stands out as an example to others. In both cases awards would often illuminate areas of dedicated service which merit public recognition.

Any British subject active in the UK is eligible to be considered for an honour. It is not normal to recognise achievement which is no longer current.