

21 Lombard Street, London EC3V 9AH Website: www.cii.co.uk

**CII 2020 Awards Nomination Form**

**Please read the GUIDANCE NOTES FIRST before completing this nomination form:**

* The Awards are open to CII Members who have demonstrated outstanding or exceptional qualities and achievements.
* **Forms can be typed**. Handwritten copies please use black pen only.
* Complete where appropriate, all sections of the Nomination Form or the Awards Panel may be unable to consider your nominee.
* The Awards Panel relies greatly on the information provided in letters of support, as they can strengthen any nomination by providing additional relevant personal information and details of both professional and other achievements. These letters can be an email, handwritten or typed. (Please note that ***at least two letters*** of support (***but no more than three***), should be from two different co-sponsors and not from the nominator.
* The nomination form must be accompanied by a covering letter or email from the nominator.
* Each supporting letter should ***not be longer than 500 words***.
* Please note that the address details provided below will be used for correspondence purposes.

|  |  |  |
| --- | --- | --- |
| **1. a)** | Nominator’s Name & Address: |  |
|  |  |
|  |  |
|  | Tel: |  | E-mail:  |  |
| **1. b)** | Name of Nominator’s Institute: |  |

**Details of Nominee**

|  |  |  |  |
| --- | --- | --- | --- |
| **2.** |  | Name:(Forename(s) in full) |  |
|  |  | PIN:(if known) |  | Date of birth: (or approx. age) |  |
|  |  | Address: |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **3.** | Award nominated for: |  |

 (See Guidance Notes for categories)

|  |  |  |
| --- | --- | --- |
| **4.** | Nominee’s Institute: |  |

|  |  |
| --- | --- |
| **5.** | Please obtain ***at least two (no more than three)*** co-sponsors whose letters endorse the nominee’s contribution. These should be attached to this form. Please list below the names of the supporters **(the nominator should not provide a support letter**):  |
|  | Name(s): |  |  |  |
|  |  |  |  |
|  |  |  |  |

**The Nomination**

In this section, space has been provided to set out details of how the nominee has made a significant contribution personally to the CII/institute locally, regionally and/or nationally.

It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others i.e. the ‘wow’ factor.

Having read the guidance notes for some tips...**please note the word limit on each question.**

|  |  |
| --- | --- |
| **A.** | **Why do you think this person should receive an award?** (provide as much detail as possible –i.e. projects/achievements explain the information on what it was about, how it was done and what the outcomes were) ***No more than 500 words*.** |
|  |  |

|  |  |
| --- | --- |
| **B.** | **To what extent has this person contributed to local institute activity, led or supported their local institute?** (Include officer roles and any detailed achievements, support, exceeding the requirements of a particular role or project) ***No more than 500 words.*** |
|  |  |

|  |  |
| --- | --- |
| **C.** | **What contribution has this person made within their local community** (only answer if known or relevant to award being nominated for) **and to other professions to the local institute? *No more than 500 words*.** |
|  |  |

|  |  |
| --- | --- |
| **D.** | **How has this person introduced new initiatives or processes or demonstrated leadership within the insurance profession?** (provide as much detail as possible –i.e. explain the information on what it was about, how it was done and what the outcomes were) ***No more than 500 words*.** |

**Signature: .............................................................. Dated: ................................**

|  |  |
| --- | --- |
| **5.**  | Please send this form and any enclosures by **Friday 17th April 2020** to: |
|  | Carly KnightsThe Chartered Insurance Institute 21 Lombard StreetLondon EC3V 9AHTelephone: 020 7397 1162 Email: carly.knights@cii.co.uk  |

**For Secretariat Use Only**

|  |  |
| --- | --- |
| Date received: |  |

|  |
| --- |
| **Comments:** |

Guidance Notes for a CII 2020 Award

Please read the Guidance Notes before completing the nomination form for a better understanding of the Awards process

About the Awards

The Awards are open to CII Members who have demonstrated outstanding or exceptional qualities and achievements. They are an inspiration to others in their profession and the insurance institute.

Under the new criteria members cannot nominate themselves.

Tips on submitting a successful nomination

* Clearly describe the nominee’s success and demonstrate the contribution the nominee has made over the years.
* Does your nomination make compelling or at least impressive reading? Does it focus on the outcomes rather than just how much work has been done?
* Do be clear, precise and provide as much information about the nominee as you possibly can.
* Do read the guideline notes and complete the whole form accurately, following the instructions in each section.
* Make full use of the word count allocated.
* The Awards Panel will be looking for further evidence of:
* Recognition for a unique contribution - did something special that leaves a lasting mark in the following years.
* Demonstrably exceeding the requirements of a particular role or project at local/regional or national level or an expected standard of a project.
* Interaction and engagement of council members and/or the membership.
* Support of local activities and events, promotion of the professionalism standards as required by CII.
* Mentoring and support for council members and or Young Professionals Group.
* Having a strong focus on increasing public trust.

FAQs

# Who can be nominated?

1. **How do I decide who is worthy to be nominated?**

Over the years, the CII has benefited greatly from the outstanding service of members ‘our volunteers’ in local institutes, or in a regional and national context. We now have a mechanism to recognise the significance of the output from such service and the achievements of the wider membership. Length of service alone is not a reason for nomination.

1. **Does the nominee have to be a member of an Institute?**

Yes, but they do not have to be a council member.

1. **Can I nominate more than one person each year?**

Yes, there is no limit to how many nominations a local institute or individual can put forward at one time.

1. **Can I nominate myself?**

No. The Awards Panel will not accept self-nominations.

1. **Can I nominate a retired member?**

Yes, as long as they meet the criteria and are still a member of the CII. It is encouraged that nominations should be made while the nominee is still performing the service for which they are being recommended or as soon as possible thereafter.

1. **Can a nomination be made by a Non-CII member?**

No, however they can of course provide support letters to a nomination. Only CII members can submit a nomination acknowledging the work of Members.

1. **Can I nominate someone who has already received an award?**

Yes. CII members who have previously received an award can be nominated again for consideration of a new award if it is felt that their contribution since receiving the award has continued at the relevant level.

**What information do I need for the nomination?**

1. **Do I have to nominate the nominee for a specific award?**

Yes, you will need to fill in the award you are nominating the member for in your nomination form where there will be a space specific for this.

1. How do I go about completing the nomination form with information?

The grounds of recommendation will vary from case to case. You should aim to provide factual information about the nominee’s contribution including, for example, details if possible, of the dates involved in institute activities and what they have achieved to make their work or service exceptional within the Insurance and/or Financial Services profession.

1. **What supporting documentation do I use?**

Try to obtain as much detail as you can to fully support the letters about the nominee, instead of a brief summary. Seek supporting letters from other LIs especially if the nominee has been a member of another institute; consider seeking further information and support from a referee(s) outside your own local institute. You may contact the Secretary to the Awards Panel to obtain further details.

The letters of support should be from other people who have first-hand knowledge of and can endorse the nominee’s contribution. They can strengthen any nomination and are especially valuable when the individual is primarily recommended for local, rather than national services, however reliance on just the length of service, enthusiasm or a trusted colleague will not be enough. It is important that the support letters should try not to be too repetitive of each other.

Please note that each piece of supporting documentation should not be more than 500 words and no more than 3 pieces of documentation will be accepted.

1. **Can I ask the nominee for supporting background information?**

Under no circumstances should the nominee be approached for information or be informed that they have been nominated, as it is not fair to raise expectations in case they are not met.

All nominations are treated in the strictest confidence. If you approach someone else for support, it is important that this is done in confidence and that the person can verify the nominee’s contribution and is familiar with the nominee’s activities.

1. **From whom can I seek other supporting information, who should I approach?**

Supporting evidence can be obtained from anyone who is known to the person being put forward for a nomination.

1. **As an individual can I approach the local institute to request supporting letters for the nomination?**

Yes, this is encouraged as it will provide further information from the nominee’s own local institute officers.

1. **Who can I contact if I need more information about the individual or have any queries in relation to my nomination?**

You may contact the Secretary to the Awards Panel on the following details:

Carly Knights

The Chartered Insurance Institute

21 Lombard Street, London

EC3V 9AH

Telephone: 020 7397 1162

Email: carly.knights@cii.co.uk

**What is the decision process for the nomination?**

1. **When do I need to make a nomination?**

 The annual timetable for adjudication is as follows:

* Following the Awards Panel meeting, successful nominees will be contacted confidentially and advised of their award.
* The nominators will be advised of whether their nominations were successful or not.
* The CII Board and Local Institute National Forum are advised of the Awards at their respective meetings.
* Presentations of the Awards would be held at a CII Network Conference arranged during the year.
1. **What happens if I miss the closing date to submit the nomination?**

Nominations received after the closing date, unless a request for an extension has been specifically asked for and granted by the Secretary to the Awards Panel, will be considered in next year’s nominations unless there are exceptional circumstances in which case the Chair of the Panel shall act as final arbiter.

1. **Who decides on the Awards?**

The Awards Panel will decide on the award, if any, is given. The Awards Panel Members may not have any prior knowledge of your nominee and will have to make their decision based solely on the information in the nomination form. It is, therefore, important to provide as much relevant information and detail as possible to help the Panel in their deliberations. (Refer to the tips on submitting a successful nomination.)

1. **What are the Award categories?**

The Awards Panel will, where appropriate, make awards in the following categories:

Category 1: The Allan Bridgewater Award for Excellence

Category 2: Distinguished Award

Category 3: Outstanding Award

Category 4: Exceptional Award

Category 5: Emerging Professional of the Year

Category 6: Chartered Firm of the Year

Category 7: Chartered Member of the Year

1. **Who provides the prizes?**

The CII will supply and provide the prizes for all seven categories.

1. **How and when will the awards be presented?**

All Awards will be presented at the Network Conference which is generally held mid-year.

1. **What happens if the Recipient cannot make the Awards ceremony to collect their award?**

If for any reason the Recipient cannot attend the Awards Presentation, then the award will be presented at their next local institute’s annual dinner.

1. **How and when will I know the nomination has been successful?**

Once the Awards Panel meeting has taken place a letter will be sent to the nominator advising them on whether their nomination was successful or not. We will also inform the President of the winners Local Institute.

1. **What happens if the nomination is unsuccessful?**

In the event of nominees not being granted awards, the nominator will be advised in writing of this fact as a matter of courtesy; reasons for not granting an award are not usually given unless specifically advised by the Awards Panel. However more often than not unsuccessful nominations are based on the fact that there was a lack of strong supporting information which meant that the Panel were unable to fully consider the nomination.

Please note that details of all nominations remain confidential throughout the nomination process.

1. Can I re-submit the unsuccessful nomination again next year?

Yes, there is no restriction on when a nomination can be resubmitted to the Panel again in the future but please be aware that additional information and/or support letters to further enhance your nomination will be required. The original nomination which the CII has kept on file will be included with your resubmitted nomination.

1. **What about the publicity of the Award recipients who receive an award?**

If your nomination was successful, then the local institute can publicise on its own website and in its newsletters. The CII will also issue publicity within its own News Releases and CII publications.

General Management

* 1. The Awards Panel is empowered by the CII Board, under Bye-law 40(h) to make the final decisions on the granting of the CII Service Awards.
	2. Aviva has sponsored the awards initiative since 1998. To ensure that the sponsors’ interests are seen to be met, a Representative from the sponsors’ sits on the Panel as a way of maintaining its transparency and impartiality, to ensure that standards are not diluted and to show that the sponsorship money has been used correctly as it was specifically set up to do.
	3. The awards will be assessed by the Panel and the Awards Panel will base their decisions on a range of desirable attributes and criteria guidelines.
	4. To allow the Awards Panel to assess nominations fairly and objectively, a standard nomination form has been developed and this document is used as a basis to help in their decision making.
	5. A Lay Member will sit on the Panel to ensure consistency and impartiality throughout the decision-making process.

**Criteria – CII 2020 Awards**

**The Allan Bridgewater Award for Excellence**

The individual receiving the Bridgewater will have achieved something truly outstanding and game changing in their field whilst demonstrating an impact beyond their immediate organisation (nationally and/or overseas). They will have created something positive, unique and industry changing that leaves its mark for many years. This individual will have done so for the good of the industry, not only their own business.

The Awards Panel will pay particular attention to the additional areas listed on the second page when considering nominations for this award. As well as considering nominations for this award the Panel will consider whether other nominations, for example for the Exceptional category, could be elevated to the Alan Bridgewater award.

**Distinguished Award**

This award recognises an individuals’ outstanding dedication and significant contribution to their own institute in areas such as training, development, professionalism and commitment to their local institute. This person will show a significant contribution and support activities and development within their local institute.

The Awards Panel will be looking for contribution in one or more of the additional areas listed on the second page.

**Outstanding Award**

This award will recognise those who have exceeded the requirements of a role at a regional or national level or exceeded the expected standard of a project on top of the requirements for the Distinguished award.

The Awards Panel will be looking for contribution in one or more of the additional areas listed on the second page.

**Exceptional Award**

This award recognises those who have become champions for their local institute and are great advocates for the CII and insurance and personal finance sector. They will be seen as a leader or role model that others see as pioneering or innovative and be committed to a role than benefits the wider CII community. This will be on top of the requirements of the Distinguished and Outstanding awards (but has not earned the Allan Bridgewater).

The Awards Panel will be looking for contribution in one or more of the additional areas listed on the second page.

**Emerging Professional of the Year**

This award is for a new entrant who has made significant strides in their professional development over the past year and has a good academic standing while not serving in an executive leadership position. They will have demonstrated exceeding in the requirements of a role or project and be seen as ‘someone to watch’ as they move forward in their career and shows evidence of ethical and cultural business practices.

**Chartered Member of the Year**

This award will be given to an individual who has promoted the profession by a special contribution to show care, integrity and passion for their work.  They will put the customer first showing evidence of ethical and positive in cultural business practice.  They will be able to provide evidence of high standards improving customer outcomes and actively participate in local and national groups focusing on advancing the practice of the profession.

**Chartered Firm of the Year**

This award will be given to a firm who has promoted the profession by a special contribution to show care, integrity and passion for their work.  They will put the customer first showing evidence of ethical and positive in cultural business practice.  They will be able to provide evidence of high standards improving customer outcomes and actively participate in local and national groups focusing on advancing the practice of the profession.

***Additional areas to consider for all nominations, where appropriate:***

* Diversity and Inclusion
* Ethical and cultural business practices
* Vulnerable People
* Building trust in the profession
* Supporting charities or the local community – giving back to the insurance profession
* Personal sacrifice
* Promoting professionalism
* Consumer trust
* Contribution to the profession