



THE CANADIAN FOREIGN SERVICE OFFICER AWARDS

Guidelines for Nominations

Background:

The Canadian Foreign Service Officer Awards were initiated in 1990 by the Professional Association of Foreign Service Officers (PAFSO) to recognize exceptional achievements of individual Foreign Service Officers.

Selection Committee:

Recipients will be selected by a panel of distinguished judges whose broad and varied experience in both the private and public sectors gives them a unique perspective on Canada's Foreign Service and the many roles its officers fulfill in Canada and overseas.

Who can nominate:

Nominations are welcome from all interested parties, including the Foreign Service, the private sector, NGOs and the public.

Who is eligible:

A nominee must be a career Foreign Service Officer who a substantive member of both the Foreign Service category of the Public Service of Canada (including FSDP and MCTP) and of PAFSO.

How to submit a nomination:

There is no application form to be completed. A nomination takes the form of a narrative letter addressed to the Secretary to the PAFSO Awards Committee. An individual may nominate more than one candidate, but each nomination must be made separately.

The judges' panel places considerable weight on the narrative. It should convey the special qualities of the nominee and describe clearly why the nominee is deserving of an Award.

A nominee will be judged on the basis of exceptional achievement in a specific circumstance and/or over the course of his/her career in the Foreign Service as exemplified through both domestic and foreign assignments. Reference can be made but is not restricted to the following criteria:

- initiative and creativity;
- dedication to serving Canada and Canadians;
- effectiveness in interacting with cultures in which the officers have worked; and
- ability to inspire colleagues and professional contacts.

A nomination should provide specific illustrations of the accomplishments that meet the above criteria and should describe, in as much detail as possible, who is being nominated, how this person demonstrated his or her exceptional achievement and why it mattered.

In addition to the letter of nomination, a minimum of two detailed letters of support are required. They should reinforce and expand on the nomination of the candidate and should accompany the nominating letter.

Nominators are encouraged to seek support from other sources (peers of the nominee, senior officers, colleagues in other government departments, members of the private sector, NGOs and other institutions with which the officer has interacted) and should request letters of support. They should provide coordinates for those sources, i.e. e-mail address, telephone number and fax number, as appropriate, so that they may be contacted by the Secretary to the Awards Committee for follow-up as required.

Original, facsimile or e-mail nominations are acceptable.

Deadline for nominations:

The deadline for **nominations** is **April 5, 2017.**

Letters of support received after **April 30** will not be considered by the judges.

Nominations are to be submitted to:

Ms Dilys Buckley-Jones
Secretary to the Awards Committee
The Professional Association of Foreign Service Officers
412 - 47 Clarence Street
Ottawa, ON K1N 9K1
Canada

Telephone: 613-241-1391 • Facsimile: 613-241-5911
E-mail: awards@pafso-apase.com • www.pafso-apase.com

