

National Awards Committee – Policy and Procedure		
Title:	International Service Award	Number: NAC03
Approved By:	National Awards Committee (NAC)	Issue Date: 2015
Status:	Approved by Red Cross Board – July 2015	Next Review: 2017

1.0 Policy

1.1 Introduction

This award is for the purpose of recognising service by International Aid Workers who represent Australian Red Cross overseas.

1.2 Scope

- 1.2.1 The National President will present this National award.
- 1.2.2 Recipients would normally be nominated at National level but nominations may also be received at International and Divisional (State/Territory) level.
- 1.2.3 Nominations must be approved by the National Awards Committee (NAC).

2.0 Procedure

2.1 Criteria

- 2.1.1 In recognising International service there must be evidence of exemplary service of a commendable nature or over a lengthy period of time (exceeding 12 months) outside Australia carried out on behalf of Australian Red Cross.
- 2.1.2 Nominees may include Aid Workers who, on behalf of Australian Red Cross, have worked on projects organised by Australian Red Cross or an overseas Red Cross or Red Crescent Society or the ICRC or the Federation. This may include people who have given service on one or more overseas field placements either in conflict relief, natural disaster relief or within a development project.
- 2.1.3 The foregoing should not be seen as exhaustive and are offered **as examples only**.
- 2.1.4 This award may be awarded to members or non members of Red Cross.
- 2.1.5 Only Red Cross service is relevant in the consideration of this award.
- 2.1.6 The awarding of an International Service Award does not preclude a recipient from also being considered for any other award arising from the same service.

2.2 Nomination

- 2.2.1 Nominations for this award can be made by any Red Cross person (member, volunteer or staff member).
- 2.2.2 The details of the nomination should be entered onto the *nomination form* (NAC03.01).

2.2.3 Nominations take the form of a draft citation, supported if necessary by other information perceived to be relevant.

2.2.4 The following points should be covered in the draft citation in the order given:

- full name of nominee and branch of Australian Red Cross to which nominee belongs
- office(s) held in Red Cross – give appropriate dates
- details of nominee’s contribution – outline the operation and duration in which the nominee participated, giving details of the service and the capacity in which the nominee represented Australian Red Cross
- details of any previous Red Cross awards

2.2.5 The citation should not exceed 300 words other than in exceptional circumstances.

2.3 Submission and Endorsement

2.3.1 The completed *nomination form* (NAC03.1) must be submitted to the Chairman of the relevant Awards Committee in the State or Territory or in the case of a National nominee to the Chairman of the National Awards Committee.

Nominations must be endorsed by the Head of International Programs, prior to it being submitted to the NAC for approval.

2.3.2 **Nominations (other than National nominations) must be endorsed by the relevant Divisional Awards Committee, and signed by the Divisional Chairman, prior to being submitted to the NAC for approval.**

2.3.3 If the nomination is unsuccessful in achieving endorsement, the Chairman of the Divisional Awards Committee (or the Chairman of the Division if he/she so chooses) and in the case of National nominations, the Chairman of the National Awards Committee (or the President of Australian Red Cross if he/she so chooses) will reply in writing to the nominator informing the reason.

2.3.4 **COMPLETED AND ENDORSED** nomination forms, marked **‘CONFIDENTIAL AWARDS’**, must be submitted to:

National Awards Committee Secretary
Australian Red Cross
Level 4, 464 Kent Street
Sydney, NSW, 2000

2.4 Approval

2.4.1 On receipt of an endorsed nomination, the NAC Secretary will submit the nomination to the NAC for consideration.

2.4.2 Following consideration, the nomination will be successful if it has been approved by a majority of NAC members.

2.4.3 If the nomination is unsuccessful, the nomination will be returned to the submitting party with appropriate notation.

- 2.4.4 The nomination will only be considered by the NAC on three (3) occasions after which the nomination will be considered as unsupportable.
- 2.4.5 The Chairman of the National Awards Committee will notify the Head of International Programs of successful nominations.
- 2.4.6 A list of the total number of approved National Awards will be submitted to the National Communications Department to be included in the Annual Report.

2.5 Presentation

- 2.5.1 The NAC Secretary will arrange suitable inscription of the medal and the signature of the President upon the official citation within three weeks of the nomination having been approved.
- 2.5.2 The engraved medal and signed citation will be presented to the nominee at a time and place to be decided by the National President after consultation with the Nominating party.
- 2.5.3 A national *Register of Recipients* will be maintained by the NAC Secretary.

3.0 References

Nil applicable

4.0 Records

NAC03-1 *Nomination – International Service Award*
NAC *Register of Recipients*