

Award is an honour and is a way of recognising for an exceptional performance, contribution or achievements. Nepalese Association of Victoria (NAV) being an organization representing Victoria's Nepalese community realizes that there is a need to acknowledge the outstanding performance and achievement of individuals or groups and share their stories with the wider community so that we can draw inspiration from them to serve and promote the interest of Nepalese community.

This recognition will be known as "NAV Excellence Award" and will be held every two year at Melbourne, Victoria. Nepalese Association of Victoria will organize, manage and host the Award on behalf of the Nepalese community in Victoria.

## **1. POLICY**

### **1.1 Policy Objective**

The aim of the NAV Excellence Award is to recognise and reward exceptional performance demonstrated by Nepalese community members or other community members through outstanding behaviour and results relating to a specific event or achievement of significance for the Nepalese community.

### **1.2 Policy Scope**

This Award policy applies to Nepalese Associations, Organisations of Victoria, Nepalese community members living in Victoria and other community members in Victoria.

## **2. RESPONSIBILITY**

### **2.1 Nepalese Association of Victoria (NAV)**

NAV has responsibility to administer this Award on behalf of Nepalese community living in Victoria. The Executive committee of the NAV should resolve the awardee/s biennial to receive the NAV Excellence Award based on the recommendation of the Award committee and should host the Award ceremony.

### **2.2 NAV Excellence Award Committee**

Every two year NAV will form the Award Committee comprising of 3 to 7 members team to recommend the awardee/s. The committee will be chaired by the coordinator of the Committee. While forming the committee NAV must try to include at least one member from the previous award committee.

This committee will have the following responsibilities:

- Call for nominations
- Receive nominations
- Review nominations
- Recommend for NAV Excellence Award

The Committee will work independently and meet as required during award's period to review nominations in accordance with the criteria and make recommendations to the NAV Executive Committee. NAV executive committee will have the sole responsibility for

making the final decisions on Award recipients based on Committee's recommendations. The award committee will help prepare preamble for the award presentations and awards will be presented by NAV executive team.

### **2.3 Award Recipients**

Award recipients will be invited to attend the Awards Ceremony to be held at Melbourne, Victoria in around April biennial which is approximately near the Nepalese New Year.

### **2.4 Members of Nepalese Community and members of the Public**

Members of the Nepalese community and members of the Public are eligible to make nominations, to become referee for the nomination and to be nominated for the Award.

### **2.5 All other Stakeholders**

All other stakeholders are welcome to continue to provide constructive feedback to advancement of this Award. Media, business entities, any other particular groups/organizations can promote or sponsor whole or part of the Award.

## **3. AWARD CATEGORIES**

NAV Excellence Award can be given in different categories. These categories are based on general community development principles and frameworks.

### **3.1 LANGUAGE, ARTS & CULTURE**

This Award is relevant to those who as an individual person, a group of people or an organization have contributed for language and/or culture of Nepal significantly. The awardee for this category can be anyone from the broader public community members including members from Nepalese community in Victoria.

Followings can be further areas for nomination under this category:

- Teaching, instructing or training for development of Nepalese language and culture
- Reporting or publishing Nepalese media leading to develop Nepalese Language and Culture
- Promoting Nepalese language and culture through events, festivals or any other programs
- Contribution to Nepalese literature through authoring, producing, publishing or distributing Nepalese books, films or documentaries
- Any other type of contribution for Nepalese language and culture as deemed true for this category by the Award Committee.

Please Note that the Nepalese language and culture do not only represent Nepali language and culture but also represent the broader languages spoken in Nepal and culture practiced in Nepal.

### **3.2 PROFESSIONAL OR ACADEMIC ACHIEVEMENT**

This Award is relevant to those who have achieved excellence or received merit recognition as professionals or got outstanding results in their area of studies.

Followings can be nominated for this category:

- Any professionals from Nepalese community with excellent and/or recognized performance in serving local community
- Any professionals from Nepalese community with excellent and/or recognized contribution in economic/business development
- Any professionals from Nepalese community with excellent and/or recognized performance in sports
- Any professionals from Nepalese community with excellent and/or recognized performance in developing technology
- Any Academics from Nepalese community with excellent and/or recognized achievement in education
- Any students from Nepalese community at school, college or university level achieving excellent results
- Any other type of admirable achievements by members of Nepalese community as a professional, an academics or student as deemed true for this category by the Award Committee

### **3.3 INITIATIVE, LEADERSHIP OR ADVOCACY**

This Award is relevant to those who have excelled in initiating, leading or advocating the common or special interests of Nepalese community.

The recipient of this Award can be as followings:

- Any person, group of people or organization initiating any landmark trends which have benefited the interest or position of Nepalese Community in Victoria.
- Any person, group of people or organization achieving superb outcome by providing leadership to serve the specific or general interest of Nepalese Community in Victoria
- Any person, group of people or organization being able to achieve exceptional result in protecting or attaining concerns of Nepalese community by advocating.
- Anyone who have performed outstandingly to lead the economic, political or wide-ranging development of Nepal as being a member of Nepalese community in Australia.
- Anyone who have been acknowledged as suitable by the Award Committee to receive this Award category.

### **3.4 NAV COMMENDABLE SERVICE TO NEPALESE COMMUNITY**

This Award is relevant to the members of broad community members who have served Nepalese community in Victoria who are not part of the Nepalese community members.

Followings can be nominated for this category:

- Exceptional service for safety, health and wellbeing of Nepalese community in Victoria.

- Remarkable advocacy for the overall interest of Nepalese community in Victoria.
- Any other type of commendable services by friends of Nepalese community in Victoria.
- Any significant contribution for improving the livelihood, education, health etc of Nepalese people as a whole.

### **3.5 YOUNG ACHIEVER AWARD**

This Award is relevant to those who have achieved significant to their age (who are not older than 25 Years of age) when they achieve the excellence.

Followings can be nominated for this category:

- May be nominated by either an individual or an organisation and attainments must be capable of substantiation.
- Demonstrated significant achievement in any field, for example: academic, sports, the arts, environmental protection, social work, human rights advocate, research, business, etc.
- Outstanding contribution to the community through leadership or service, requiring personal initiative and effort.

## **4. NAV EXCELLENCE AWARD PROCEDURE**

NAV Excellence Award will be given biennial and it shall follow the procedure which is set here in sequential order:

### **4.1 Formation of the Award Committee**

The NAV executive committee will form a NAV Excellence Award Committee as per the requirement of this policy and the need for that particular period. A joint meeting with the newly formed committee will be held where the executive committee will hand over the Excellence Award policy and choose the coordinator among the committee members. The same meeting should resolve to give all the authorities and responsibilities for the newly formed committee for accomplishing the recommendation for the NAV Excellence Award.

NAV will provide with all necessary and possible logistics to the Award Committee to complete the task. The committee should maintain all the records and later hand over to the NAV including minutes of its meetings. The committee can perform any logical and legal actions to complete whole process.

### **4.2 Announcement and call for nomination**

The Award committee should announce the Excellence Award and call for the nomination on behalf of the NAV as soon as possible. Committee should assure the sufficient time have been given for the nomination. The committee should make sure the nomination form is readily available and also communicate the policy and procedure of the Award.

It is expected to have all reasonable and possible efforts put by the committee for communicating the Excellence Award and the nomination process. The Committee should not accept nominations which are not conferring the policy and procedure of the Award.

#### **4.3 Deciding on nominations and recommendations**

The Award Committee should analyse all received nominations. If the nominations are not complete the nominator may be contacted and shall try to complete the nominations.

The committee should always check the reference for the nomination. The referee should be contacted and the reference given by the referee should be recorded in prescribed form.

Based on the eligibility and award criteria set in the policy the committee should decide on the recommendations for the Excellence award. While deciding on recommendations the committee should consider the excellence of the nominee's particular performances or achievements.

#### **4.5 Resolving the Recipient of the Award**

The Award Committee should present its recommendations in the joint meeting of the Executive committee and Award committee. The joint meeting having considered the recommendations from the Award committee should resolve the motion of NAV Excellence Award.

#### **4.6 Informing and inviting to Receive Award**

After the joint committee decide on recipients, the coordinator of the Award committee should confidentially inform the recipient about the nomination and the NAV Excellence Award. Coordinator on behalf of NAV should also send an official invitation to the recipient for attending the Award ceremony. Committee will also notify nominees about the outcome and send a thank you note for participating in the nomination process.

#### **4.7 Organizing the Award Ceremony**

NAV should organize the NAV Excellence Award Ceremony. The Award ceremony should preferably be organized around Nepali New year. This Award ceremony can be combined with other ceremony or events.

NAV should organize the Award certificate and a recommended memento to be awarded for the recipients. If there is any sponsorship associated with the Award, it should be also acknowledged during the presentation of certificate.

The NAV executive committee should announce the recipients of the NAV Excellence Award in the Award ceremony. While announcing the recipients, NAV executive team should briefly provide the background of the recipient's excellence.

#### **4.8 Recording the details and Acknowledgement**

NAV should maintain a record book where all the recipients should be recorded. A brief introduction, the excellence that have been performed or achieved and a photograph should be recorded for each recipient and information uploaded in NAV website.

This record book (Hall of Fame) should be made available for public viewing on request.

The Award committee should hand over all the documents and records of the procedure to the NAV upon completion of their task. The NAV committee will then dissolve the committee with due acknowledgement

## **5. AWARD ELIGIBILITY**

- 5.1 All members of extended public community are eligible **to nominate** for the NAV Excellence Award.
- 5.2 Any person, group of people or organization are eligible **to be referees** for the nomination
- 5.3 **Anyone** as an individual, group of people or legal entity **in Victoria** are eligible **to be nominated**, except for Young Achiever Award.
- 5.4 **Only** members of the Nepalese community in Victoria **as an individual aged 25 years or less** when the claimed achievement was acquired are eligible for **Young Achiever Award**
- 5.6 Members of the current Award Committee and the current NAV executive committee are **not eligible to be nominated** for the NAV Excellence Award.
- 5.7 Anyone as an individual, group of people or legal entity **having any criminal history are not eligible to be nominated** for any NAV Excellence Award.
- 5.8 There is **no limit** for nominators to submit nominations, for nominees to be nominated or for referees to provide reference.
- 5.9 **None can nominate themselves** for the NAV Excellent Award
- 5.10 **No reference can be accepted for themselves** for NAV Excellence Award
- 5.11 Supporting documents like news clip, photos, website and any other published evidence can be supplied with the nomination for reference check.

## **6. AWARD CRITERIA**

The nomination should be assessed based on criteria set in policy. Recommendation for the Award should only be made on the basis of these criteria. Criteria for NAV Excellence Award are as follows:

### **6.1 Completeness of the nomination**

The nomination form must be complete to be considered. Only basic and logical effort will be given by the Award committee to make sure the nomination form is complete and accordingly.

Reference is a must for all awards. Hence referee should be provided for every nomination. If the contact details are not correct for either referee or nominee or nominator and the award committee finds hard to contact any of them the nomination will be rejected.

If the committee fails to collect the reference from the referee with reasonable effort then the nomination will be considered not complete. Award committee will put reasonable and logical effort to gain a reference check for the nomination.

### **6.2 Award Categories and eligibility**

Nomination for the award should always be based on the categories defined in the policy and should qualify to be nominated on that category. Nomination should also be eligible to be nominated as per the award eligibility.

The nominee, nominator and referee should be eligible to be nominated, to nominate or to be referee respectively.

There is no necessity for all the category of awards to be presented every time. If none of the nomination qualifies for some category then award committee can decide not to present award for that category, likewise there can be more than one award for same category in any given award period.

### **6.3 Excellence in Performance or achievement**

Performance or achievement should have the essence of excellence to receive the award. Award committee will evaluate and mark the performance or achievement as being exceptional to rest of the performance or achievement in general.

Following performance or achievement indicators may be considered in evaluating the nomination:

- Efforts and Contribution
- Information and Knowledge
- Process management, Improvement and Innovation
- Communication and Leadership
- Strategy and Planning
- Success and Sustainability

### **6.4 Contemporary norms, standards, practices and values**

While evaluating the performance or achievement being excellence, the contemporary norms and standards will be considered based on the contemporary practices and values of the Nepalese community members. It is anticipated that these norms, standards,

practices and values keeps on changing based on wide range of factors. Every time the consideration has to be given to the then practices and values and should consider then norms and standards.

#### **6.5 Outcome, Impact or Benefit**

Performance or achievement should also be evaluated based on the outcome, impact or benefit of it to the Nepalese community or broader community. Any performance or achievement can't be extra ordinary just because it has been performed extraordinarily. The performance should have direct or indirect outcome or impact or benefit to be remarkable.

#### **6.6 Exclusions**

Previous award recipients are not eligible for nomination on the same category and can be nominated for a different category if the nominee feels that person fulfils the eligibility for other categories.

### **8. IMPLEMENTATION, COMMUNICATION AND REVIEW**

NAV Executive committee is responsible for implementing, reviewing and communicating this policy. Copy of this policy is available for public viewing on request. Information on NAV Excellence Award will be communicated via official website of NAV. All other relevant documents and information will be made available in NAV website.



# Nomination Form

## NAV Excellence Award



Award Program Year: \_\_\_\_\_

Please return the complete form to NAV Award Committee at [award2016@nav.org.au](mailto:award2016@nav.org.au) with supporting documents (if applicable) by **Sunday, 20 March 2016**.

### Section 1: Nomination Category

Nomination Category (Select only one, if you need to nominate for several categories use different nomination form for each category)

|                          |                                           |
|--------------------------|-------------------------------------------|
| <input type="checkbox"/> | Language, Art & Culture                   |
| <input type="checkbox"/> | Professional or Academic Achievement      |
| <input type="checkbox"/> | Initiative, Leadership or Advocacy        |
| <input type="checkbox"/> | Commendable Service to Nepalese Community |
| <input type="checkbox"/> | Young Achiever Award                      |
|                          |                                           |

Nomination Type (Please Select one)

|                          |            |                          |       |                          |              |
|--------------------------|------------|--------------------------|-------|--------------------------|--------------|
| <input type="checkbox"/> | Individual | <input type="checkbox"/> | Group | <input type="checkbox"/> | Organization |
|--------------------------|------------|--------------------------|-------|--------------------------|--------------|

### Section 2: Nominee's Details

Organization (Please complete if you are nominating an organization)

Name:

Type of Organization:

Individual (Provide details of contact person for organization or copy this section for group nomination)

Title:

First Name:

Last Name:

Postal Address:

Town/Suburb:

Post Code:

State:

Telephone:

Mobile:

Fax:

Email:

# Nomination Form

## NAV Excellence Award



Award Program Year: \_\_\_\_\_

|                                                                                             |                              |                             |
|---------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| Performance or Achievement (Briefly describe the performance or achievement of the nominee) |                              |                             |
|                                                                                             |                              |                             |
| Brief Bio-data of the Nominee (Briefly list the key bio-data of the nominee)                |                              |                             |
|                                                                                             |                              |                             |
| Does the nominee know about this nomination?                                                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

### Section 3 Referee's Details (Please copy this section if you want to provide alternate referee)

|                                                         |                              |                             |        |
|---------------------------------------------------------|------------------------------|-----------------------------|--------|
| Title:                                                  | First Name:                  | Last Name:                  |        |
| Organization:                                           |                              | Position:                   |        |
| Postal Address:                                         |                              |                             |        |
| Town/Suburb:                                            |                              | Post Code:                  | State: |
| Telephone:                                              | Mobile:                      | Fax:                        |        |
| Email:                                                  |                              |                             |        |
| Relationship to nominee:                                |                              |                             |        |
| Does the referee know about this Award & nomination?    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |        |
| Does the referee know about being nominated as referee? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |        |

# Nomination Form

## NAV Excellence Award



Award Program Year: \_\_\_\_\_

### Section 4 Excellence Claim (Please provide supports for your claim as far as possible)

How the performance or achievement is exceptional?

What is the outcome, impact or benefit of the performance or achievement?

### Section 5 Nominators Declaration

|                                                                                                                                                                                                                                                                                                                                                                                            |                                 |                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| Are you aware of the person, group or organization being nominated having any criminal history?                                                                                                                                                                                                                                                                                            | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| I state that the information I have provided is true and correct to the best of my knowledge. I will notify NAV of any changes to the circumstances that may affect this application. I acknowledge that NAV may refer this application to external parties for assessment, comment or reference. I understand that this nomination may not necessarily be successful for receiving Award. |                                 |                                |
| Signature:                                                                                                                                                                                                                                                                                                                                                                                 |                                 | Date:                          |
| Print Name :                                                                                                                                                                                                                                                                                                                                                                               |                                 |                                |
| Organization:                                                                                                                                                                                                                                                                                                                                                                              |                                 | Position:                      |
| Postal Address:                                                                                                                                                                                                                                                                                                                                                                            |                                 |                                |
| Town/Suburb:                                                                                                                                                                                                                                                                                                                                                                               |                                 | Post Code: State:              |
| Telephone:                                                                                                                                                                                                                                                                                                                                                                                 | Mobile:                         | Fax:                           |
| Email:                                                                                                                                                                                                                                                                                                                                                                                     |                                 |                                |

# Nomination Form

## NAV Excellence Award



Award Program Year: \_\_\_\_\_

*Further Notes (Provide information you think necessary for nomination and attach relevant documents):*