



## **NOMINATION FORM**

### **NATIONAL INTEGRITY COMMITTEE**

### **INTEGRITY AWARD NOMINATION FORM**

This form is to be used for nominating individuals for consideration under the National Integrity Awards Scheme (the Scheme). All sections of the form should be completed as fully and accurately as possible. Incomplete forms or forms not supported by relevant evidence may be disqualified.

Completed nominations forms may be submitted to the Secretariat of the National Integrity Awards Scheme as follows via email: .....

Alternatively, nominations may be submitted at the address below:

**The Secretary  
National Integrity Awards Scheme  
Parliament of Ghana  
Parliament House  
Accra**

#### **SECTION A: AWARD CATEGORY**

Please tick (✓) the appropriate award category:

- ☐ Executive
- ☐ Parliament
- ☐ Judiciary
- ☐ Private and Civil Society Sector
- ☐ Security Agencies
- ☐ Municipal, Metropolitan and District Assemblies (MMDAs)
- ☐ Independent Constitutional Bodies
- ☐ Ministries, Departments and Agencies (MDAs)

☐ Whistleblowers

## **SECTION B: DETAILS OF NOMINEE [NOMINEE'S INFORMATION]**

- 1. Full Name of Nominee:** .....
- 2. Gender:**.....
- 3. Date of Birth:**.....
- 4. Nationality:**.....
- 5. Current Position/Occupation (if applicable):**.....
- 6. Institution/Organisation:**.....
- 7. Postal Address**.....
- 8. Telephone Number(s):**.....
- 9. Email Address:**.....
- 10. Region/District/Location:**.....

## **SECTION C: DETAILS OF NOMINATOR**

- 1. Full Name of Nominator:**.....
- 2. Organisation (if applicable):**.....
- 3. Relationship to Nominee:**.....
- 4. Postal Address:**.....
- 5. Telephone Number(s):**.....
- 6. Email Address**.....

## **SECTION D: BASIS FOR NOMINATION**

**Please attach all relevant supporting documents/testimonies where available such as a citation, video, photos or media coverage or any other relevant written documentation.**

- 1. Ethics:** Describe one (1) instance where the individual reported unethical behaviour

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**2. Ethics:** Provide two (2) examples of occasions when the individual insisted on policy/procedure being followed even in the face of opposition

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**3. Ethics:** What was the impact of this action?

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**4. Courage:** Describe the personal cost they paid for doing the above

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**5. Integrity:** Describe two (2) circumstances where the individual kept their promise even when inconvenient

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**6. Integrity:** Provide two (2) examples of occasions where the individual followed procedure

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**7. Honesty:** Provide one (1) example of a situation where the individual acted honestly

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**8. Honesty:** Provide one (1) example of a situation when the individual admitted to an error on their part

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**9. Inclusiveness:** Provide one (1) example where the person gave every person in a space the opportunity to have their voice heard

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**10. Gender Responsiveness:** Provide one (1) example where the person treated both men and women equally

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**11. Transparency:** Provide two (2) examples where the person demonstrated transparency in decision-making

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**12. Accountable Leadership:** Provide two (2) examples where the person allowed their decisions to be subjected to scrutiny

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**SECTION E: SUPPORTING EVIDENCE**

Please list and attach all supporting documents submitted with this nomination. Tick (✓) where applicable.

- ☐ Curriculum Vitae/Institutional Profile
- ☐ Narrative Statement
- ☐ Letters of Commendation/Testimonials
- ☐ Audit Reports/Compliance Reports (if applicable)
- ☐ Media Publications/Press Reports
- ☐ Institutional Policies/Reform Documents
- ☐ Certificates/Awards/Citations
- ☐ Photographs/Audio-Visual Evidence
- ☐ Court/Administrative/Investigative Records (where applicable)
- ☐ Other supporting documents (please specify)

**Please specify any additional supporting documents attached:**

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## **SECTION F: REFEREES**

Please provide details of three referees who can verify the information contained in this nomination.

### **REFEREE 1**

**Full Name:**.....

**Position/Title:**.....

**Institution/Organisation**.....

**Telephone Number:**.....

**Email Address:**.....

**Relationship to Nominee:**.....

### **REFEREE 2**

**Full Name:**.....

**Position/Title:**.....

**Institution/Organisation**.....

**Telephone Number:**.....

**Email Address:**.....

**Relationship to Nominee:**.....

### **REFEREE 3**

**Full Name:**.....

**Position/Title:**.....

**Institution/Organisation**.....

**Telephone Number:**.....

**Email Address:**.....

**Relationship to Nominee:**.....

### **SECTION G: DECLARATION BY NOMINATOR**

I hereby declare that the information provided in this nomination form and in the accompanying documents is true and accurate to the best of my knowledge and belief. I understand that the National Integrity Awards Committee reserves the right to verify any information submitted and to disqualify any nomination where material falsehood, misrepresentation or ineligibility is established.

**Name of Nominator:**.....

**Signature:**.....

**Date:**.....

### **SECTION H: FOR OFFICIAL USE ONLY**

**Date Nomination Received:**.....

**Reference Number:**.....

**Category Assigned:**.....

**Status of Nomination (Complete/Incomplete)**.....

**Remarks of Secretariat:**

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## **ANNEX II: SCORING MA**