**Association for Project Management**

**Honorary Fellow nomination form**

Please use this form to submit a nomination for Honorary Fellowship of Association for Project Management (APM). Details of the criteria for the award of Honorary Fellowship and the nomination process can be found on the [APM website](https://www.apm.org.uk/about-us/how-apm-is-run/honorary-fellows/). Please review these carefully before completing this form. Nominations should be confidential in the sense that the individual nominated is unaware.

Written nominations can be made by a third party nominator and seconder, at least one of whom shall be a full member of APM. Nominees cannot self-nominate.

Please sign and return to: **Assistant Company Secretary, APM, Ibis House, Regent Park, Summerleys Road, Princes Risborough, Buckinghamshire, HP27 9LE**. Alternatively, a scanned copy of the completed and signed form is acceptable and may be sent to peter.vanduzer@apm.org.uk

Submissions will be considered by the APM Nominations Panel.

**Please ensure you have reviewed in full the criteria overleaf**

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| **Nomination details** |
| Full name of proposer and APM membership number (if applicable) |  |
| Proposer’s email address and phone number |  |
| Signature of proposer |  |
| Date |  |
| Full name of seconder and APM membership number (if applicable) |  |
| Seconder’s email address and phone number |  |
| Signature of seconder |  |
| Date |  |

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| **Candidate’s details** |
| Full name of candidate for award |  |
| Candidate’s email address and phone number |  |

**Extract from APM Regulations March 2018 – Honorary Fellows**

16.9 Honorary Fellowship is designed to recognise and celebrate individuals of the highest calibre. It is: Honorary Fellows Criteria.

For those who have provided an exceptional, demonstrable and significant contribution to project management or to the project management profession; and

For individuals who have achieved highly creditable, pre-eminent and notable achievements in their own professions and careers; and

Open to those who are not currently project professionals.

16.10 Honorary Fellows Eligibility. Individuals nominated should meet all three of the above criteria. The award is designed for non-members and those who are not project professionals. It is recognised that some existing Honorary Fellows may also hold MAPM or FAPM status. However, all post 2017 nominations must be for those who do not hold full member (MAPM or FAPM) status. The number of Honorary Fellowships awarded in any one year should be kept to a minimum to preserve the award’s due exclusivity and gravitas.

16.11 Honorary Fellows Process and other Matters

Written applications for Honorary Fellowship can be made by a third party nominator and seconder, at least one of whom shall be a full member. Nominees cannot self-nominate.

Nominations should be confidential in the sense that that the individual nominated is unaware. This is to prevent a candidate facing embarrassment should the nomination fail to progress.

The nomination shall be in a format as prescribed by APM. It must include a summary of the nominee’s achievements and explicitly define their contribution to the profession.

Nominations may be sent to the company secretary at any point. Completed nominations will be submitted to the Nominations Panel annually.

The Panel may oversee promotional or other activity to attract high calibre nominations.

The Panel will support Honorary Fellows coming from a diverse range of backgrounds and experiences.

Members of the Panel may not propose or second nominations Panel members must robustly manage any conflicts of interest and must not participate in voting on any candidate with whom they have a close connection.

The Panel may identify strong candidates for Honorary Fellowship directly and independently of the member nominations process.

The Panel will make recommendations for the award to the board. This will include a brief statement on each candidate. There is no requirement to advise the board of the names of any proposer or seconder. The board shall normally approve the recommendations.

Honorary Fellowship provides entitlement for individuals to hold the post-nominal HonFAPM.

Honorary Fellows will not incur a membership fee. Honorary Fellows will be eligible to attend member events as if they were full members.

Successful Honorary Fellows will be invited to receive the accolade at the Annual APM awards.

The Charter confirms Honorary Fellowship as a membership grade. APM Regulations prescribe the rights applicable to each grade of membership. Unless also a full member, Honorary Fellows are not ‘full members’ and are therefore not permitted to stand for election to the board, vote in the election of board members and attend and vote at general meetings.

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| **Reasons for the nomination**Please refer to the guidance on the website and overleaf. Detail here why you feel the award should be made. Please note success is not guaranteed and it is therefore not usual to inform the candidate of the nomination. Submissions should be at least 400 words and you may attach CVs and other documents.  |

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| **Reasons for the nomination continued…** |