



September 2019

**NOMINATIONS
2020 LIEUTENANT GOVERNOR'S AWARD
FOR EXCELLENCE IN PUBLIC ADMINISTRATION IN MANITOBA**

Do you know someone who should be recognized for exceptional leadership contribution to the public sector in Manitoba? Would you like to recognize a colleague working at any level in the public administration landscape (First Nations, Metis, federal, provincial and municipal governments, academic institutions, not-for-profit organizations, etc.) who has advanced the public sector through hard work, dedication and creativity? The Manitoba Region of the Institute for Public Administration of Canada (IPAC) asks you to submit that person's name for the 2019 Lieutenant Governor's Award for Excellence in Public Administration in Manitoba.

Nominations can be made up to **6:00 p.m. December 31, 2019**. Below are some guidelines on making a nomination.

What is the Award?

This award recognizes the exceptional achievement of a person who has shown distinctive leadership in public administration in Manitoba or who, by writings or other endeavours, has made a significant contribution in the field of public administration in Manitoba. It pays tribute to public sector practitioners whose careers exhibit the highest standard of excellence, dedication, and accomplishment. The award seeks to provide recognition on an outstanding individual and to underscore the need for creative, highly skilled individuals in the public sector. The award is granted on the basis of outstanding contributions on a sustained basis rather than as a result of any single exceptional public service deed.

At a special ceremony, the recipient is presented the award by the Lieutenant Governor and a tree is planted in their honour. Their award is publicized on our website and the recipient also receives a year's membership in IPAC.

Who is eligible to receive the Award?

Eligibility for the award generally includes any individual eligible for membership in IPAC. This includes anyone with a focus on public sector management or public policy, including (but not limited to) individuals employed or formerly employed by community, municipal, provincial, federal and/or Indigenous governments, government agencies, armed forces, universities, colleges and school boards, hospitals and other service organizations.

Persons who have been elected to political office are not eligible while holding office. Members of the national or local executive of IPAC are not eligible to receive the award during their tenure.



How will the nomination be assessed?

Nominations should help the selection committee understand the individual's accomplishments by providing evidence of the following criteria as they relate to the individual:

- Leadership and exceptional contribution through time
- Improving the quality of public service in their sphere of activity
- Demonstrating and communicating public service values and ethics
- Impact on others – employees, students, peers, organizations and community
- Innovation or effective management of leading edge policy and programs

What needs to be included in a nomination?

Nominations may be in French or English, must be typewritten and electronically submitted as follows:

- **Nomination Letter:** a short cover letter by the nominator stating key reason for the nomination and includes name, address, telephone number(s), title and organization of both the nominee and nominator(s);
- **References:** name, address, telephone number(s), titles and organization of three references who can evaluate the nominee's performance in the public sector.
- **Letters of support:** from the references that can give a fuller perspective on the individual's contribution to the public sector and/or the broader community;
- **Accomplishments:** a narrative (double spaced) no more than four pages in length explaining the basis for the nomination; if a biography or CV is readily available, please attach.

Nominations stand for three years, thus nominations received for the 2020 award will be considered for the 2021 and 2022 awards. The award will not be given in any year in which, in the opinion of the selection committee, a worthy nomination has not been received.

Who can file a nomination?

Nominations may be submitted by any person or persons who wish to prepare a package. Nominations will be assessed on the strength of the nominee and the supporting documentation.

Nominations or requests for further information should be directed to:

**Dina Juras, Chairperson,
Award Selection Committee
Telephone: 204-291-3834
Email: Manitoba@ipac.ca**