

NZ ROYAL HONOURS PROCESS WORKFLOW

NEW YEAR'S HONOURS (NYH) COMMENCES JANUARY KING'S BIRTHDAY HONOURS (KBH) COMMENCES JUNE

- Call for Nominations
- Briefing to Minister with potential nominees
 - NYH by end of March
 - KBH by end of August

Minister approves nominees

- Ministry to progress with completing required documentation
- Final documentation submitted to Minister's office
- Minister's Office to submit final documentation (application forms and supporting documents) to the Honours Unit, DPMC
 - NYH due by June
 - KBH due by December

Cabinet Appointments and Honours (APH) Committee

- The following six months, all nominations received will be reviewed and due diligences completed by the Honours Unit. Nominations to be presented to the APH committee
- The APH Committee is chaired by the Prime Minister. The formal responsibility for making recommendations to the Queen for the grant of honours rests with the Prime Minister or a Minister of the Crown acting for the Prime Minister.

Honours Announcements

- New Year's Honours publicly announced 30/31 December
- King's Birthday Honours publicly announced the first Monday in June

Congratulatory Letters

- Minister to send congratulatory letters to successful Honours recipients