

AWARDS AND DECORATIONS POLICY

1. Purpose

1.1. This Awards and Decorations Policy (the Policy) outlines the framework for the granting of awards and decorations by the International Association of Prosecutors (IAP) to recognise significant meritorious contributions to prosecutorial endeavours.

2. Awards

2.1. The IAP may grant three awards:

- i. The IAP Medal of Honour
- ii. The Special Achievement Award
- iii. The Prosecutor / Prosecution Team of the Year Award

3. The IAP Medal of Honour

3.1. The IAP Medal of Honour is the highest decoration awarded by the IAP. It is given only for outstanding achievements that would garner important and significant national or international recognition.

3.2. The IAP Medal of Honour may be awarded to:

- i. A prosecutor/prosecutors who have exemplified the key qualities of a good prosecutor in either a domestic or international context and, more specifically, those of integrity, fairness and dedication to professional ethics as set out in the IAP Standards of Professional Responsibility and Statement of the Essential Duties and Rights of Prosecutors; or
- ii. A person or an organisation that has made a significant contribution to the promotion of the role of the prosecutor; or
- iii. A person or an organisation that has made a significant contribution to the promotion of the IAP Standards of Professional Responsibility and Statement of the Essential Duties and Rights of Prosecutors; or
- iv. A person or an organisation that has made a significant contribution to the pursuit of justice in accordance with the rule of law, in either a domestic or an international context.

3.3. The recipient's qualities and achievements must clearly be seen to be in accordance with the Objects of the IAP. However, there is no requirement that the recipient is a member of the IAP.

3.4. Up to one IAP Medal of Honour may be awarded annually, unless special circumstances apply to justify the granting of more than one award.

4. The IAP Special Achievement Award

4.1. The IAP Special Achievement Award may be awarded to an individual prosecutor or prosecution team for:

- i. Carrying out prosecution duties in the face of particular hardship or adversity; or
- ii. Other outstanding achievements which deserve special recognition.

4.2. Adherence to the IAP Standards of Professional Responsibility and Statement of the Essential Duties and Rights of Prosecutors is a pre-requisite for eligibility to receive an IAP Special Achievement Award.

4.3. There is no requirement that the recipient is a member of the IAP.

4.4. Up to three IAP Special Achievement Awards may be awarded annually, unless special circumstances apply to justify the granting of additional awards.

5. The Prosecutor / Prosecution Team of the Year Award

5.1. The Prosecutor / Prosecution Team of the Year Award may be given to a prosecutor or prosecution team who has demonstrated outstanding performance in their work, domestically or internationally, in relation to:

- i. Combatting crime through the supervision of or conduct of the investigation, the assistance provided to investigators during the investigation, or the supervision of or conduct of the prosecution;
- ii. Defending the independence and integrity of prosecutors;
- iii. Successfully promoting international cooperation and/or human rights; or
- iv. Significantly contributing to improving the effectiveness of the criminal justice system.

5.2. The objective of this Award is to provide recognition and encouragement to front-line prosecutors or supervisors.

5.3. Adherence to the IAP Standards of Professional Responsibility and Statement of the Essential Duties and Rights of Prosecutors is a pre-requisite for eligibility to receive the Prosecutor / Prosecution Team of the Year Award.

5.4. There is no requirement that the recipient is a member of the IAP.

5.5. Up to one Prosecutor / Prosecution Team of the Year Award may be awarded annually, unless special circumstances apply to justify the granting of additional awards.

6. IAP Certificate of Merit

6.1. The IAP Certificate of Merit may be awarded as an expression of the IAP's gratitude to its individual or organisational members for their work in furtherance of the Objects of the IAP. Certificates of Merit can also be awarded to non-IAP members as an expression of the IAP's gratitude for supporting its work.

6.2. There is no limit on the number of IAP Certificates of Merit that may be awarded annually.

7. Nominations for awards and decorations

7.1. Nominations for the IAP Medal of Honour and Certificates of Merit may be made by an individual or organisational member of the IAP.

7.2. Nominations for the Special Achievement Award and the Prosecutor / Prosecution Team of the Year Award may be made by:

- i. An organisational member; or
- ii. At least three individual members, supported by the head of the nominee's organisation, unless special circumstances apply.

7.3. The Secretary-General shall publish a call for nominations. The call for nominations will include a deadline for the submission of nominations, which can be waived by the Executive Committee.

7.4. Nominations should be sent to the Secretary-General. Nominations should include:

- i. Details of the person/s or organisation making the nomination;
- ii. Full name and role of the nominee;
- iii. Name of the award to which the nomination relates;
- iv. Full details explaining how the nominee meets the criteria established in this Policy. Sufficient details must be provided to explain what the nominee has done and the outcome/achievement. The grounds for the nomination must clearly link back to the criteria outlined in this Policy.
- v. Details about any award that has previously been given to the nominee.

7.5. Nominations must be submitted in English.

8. Awards and Decorations Sub-Committee

8.1. There shall be an Awards and Decorations Sub-Committee, which shall be a sub-committee of the Executive Committee.

8.2. The Awards and Decorations Sub-Committee shall act in accordance with the Awards and Decorations Sub-Committee Terms of Reference and with this Policy.

9. Executive Committee

9.1. The Executive Committee will consider the recommendations made by the Awards and Decorations Sub-Committee.

9.2. The recommendations of the Awards and Decorations Sub-Committee are not binding on the Executive Committee.

9.3. When considering recommendations for the Special Achievement Award, the Executive Committee will attach particular importance to the nature of the work carried out, the circumstances in which it was undertaken and the difficulty of the task. Although the award will not be given solely for carrying out regular tasks and duties associated with the nominee's post, the circumstances under which tasks and duties are carried out may indicate that the work deserves special recognition.

9.4. When considering recipients for all awards and decorations, the Executive Committee will strive to reflect, as far as is reasonably possible, the regions of the world in which the IAP has members.

9.5. Decisions of the Executive Committee will be by a simply majority of its members present and voting.

9.6. The Executive Committee will determine the recipients of the IAP awards and decorations not less than sixty days before the General Meeting. The determination will normally take place during the Northern Spring Meeting but can also take place at a different time and/or by remote means if special circumstances apply.

9.7. The IAP awards and decorations will be presented during the Annual Conference and General Meeting, in accordance with the procedures set out in Annex A.

10. Records

10.1. The Secretary-General shall keep an official record of the recipients of the IAP awards and decorations and the reasons as to why the awards and decorations were granted.

11. Amendment

11.1. The terms of this Policy may be amended by agreement by the Executive Committee.

**Approved by the IAP Executive Committee on 28 September 2024 in Baku, Azerbaijan.
In force with immediate effect.**

ANNEX

Chronology of Award Ceremonies during Annual Conferences

1. Introduction

1.1. This Annex outlines the ceremonial procedure for presenting the awards.

1.2. The President, the Chair of the Awards Committee, and the Secretary-General will participate in the ceremony as described.

1.3. The IAP secretariat will provide the certificates for the ceremony. One framed certificate will be provided per award. In case of a prosecution team, the other team members will be given a certificate in a folder.

2. The ceremonial procedure for the IAP Medal of Honour

2.1. The IAP Medal of Honour is presented at the **Opening Ceremony and 1st Award Ceremony** of the Annual Conference.

2.2. The presentation of the IAP Medal of Honour shall be done by the President of the Association.

2.3. The Secretary-General shall give an outline of the criteria for the IAP Medal of Honour.

2.4. The certificate of the IAP Medal of Honour will be handed to the President by the IAP Secretariat.

2.5. The President shall name the recipient of the IAP Medal of Honour and will read out the citation.

2.6. The recipient of the IAP Medal of Honour shall be invited to the stage of the conference.

2.7. The President will present the IAP Medal of Honour to the recipient.

2.8. The recipient will have his photo taken with the IAP Medal of Honour in the presence of the President, the Chair of the Awards Committee and the Secretary-General.

2.9. The recipient will have the opportunity to address the conference. The contribution may not exceed five minutes and must be related to the IAP Medal of Honour, avoiding topics of a political or controversial nature.

2.10. The recipient will leave the stage.

3. The ceremonial procedure for the IAP Special Achievement Award

3.1. The IAP Special Achievement Award shall be presented at the **Opening Ceremony and 1st Award Ceremony** of the Annual Conference.

3.2. The Chair of the Award Committee shall present the IAP Special Achievement Award.

3.3. The Secretary-General shall give an outline of the criteria for the IAP Special Achievement Award.

3.4. The certificate of the IAP Special Achievement Award will be handed to the Chair of the Award Committee by the IAP Secretariat.

3.5. The Chair of the Award Committee shall name the recipient of the IAP Special Achievement Award and will read out the citation.

3.6. The recipient of the IAP Special Achievement Award shall be invited to the stage of the conference. In the case of a prosecution team, all members will be asked to the stage.

3.7. The Chair of the Award Committee will present the IAP Special Achievement Award to the recipient.

3.8. The recipient will have a photo taken with the IAP Special Achievement Award in the presence of the President, the Chair of the Awards Committee and the Secretary-General.

3.9. The recipient, or a representative of the recipients in the case of a prosecution team, will have the opportunity to address the conference. The contribution may not exceed two minutes and must be related to the Special Achievement Award, avoiding topics of a political or controversial nature.

3.10. The recipient will leave the stage.

4. The ceremonial procedure for the IAP Prosecutor of the Year Award

4.1. The IAP Prosecutor of the Year Award shall be presented at the **Opening Ceremony and 1st Award Ceremony** of the Annual Conference.

4.2. The President of the Association shall do the presentation of the IAP Prosecutor of the Year Award.

4.3. The Secretary-General shall give an outline of the criteria for the IAP Prosecutor of the Year Award.

4.4. The certificate of the IAP Prosecutor of the Year Award will be handed to the President by the IAP Secretariat.

4.5. The President shall name the recipient of the IAP Prosecutor of the Year Award and will read out the citation.

4.6. The recipient of the IAP Prosecutor of the Year Award shall be invited to the stage of the conference.

4.7. The President will present the IAP Prosecutor of the Year Award to the recipient.

4.8. The recipient will have a photo taken with the IAP Prosecutor of the Year Award in the presence of the President, the Chair of the Awards Committee and the Secretary-General.

4.9. The recipient will have the opportunity to address the conference. The contribution may not exceed two minutes and must be related to the IAP Prosecutor of the Year Award and not be of a political or controversial nature.

4.10. The recipient will leave the stage.

5. The ceremonial procedure for the IAP Certificate of Merit

5.1. The IAP Certificate of Merit shall be presented at the **2nd Award Ceremony** during the General Meeting.

5.2. The presentation of the IAP Certificate of Merit shall be done by the Secretary-General of the Association.

5.3. The Secretary-General shall give an outline of the criteria for the IAP Certificate of Merit.

5.4. The IAP Certificate of Merit will be handed to the Secretary-General by the IAP Secretariat.

5.5. The Secretary-General shall name the recipient of the IAP Certificate of Merit and will read out the citation.

5.6. The recipient of the IAP Certificate of Merit shall be invited to the stage of the General Meeting.

5.7. The Secretary-General will present the IAP Certificate of Merit to the recipient.

5.8. The recipient will have their photo taken with the IAP Certificate of Merit in the presence of the President and the Secretary-General.

5.9. The recipient will leave the stage.

6. The ceremonial procedure of the IAP Honorary membership

6.1. The IAP Honorary Membership shall be presented at the **2nd Award Ceremony** during the General Meeting.

6.2. The presentation of the IAP Honorary Membership shall be done by the Secretary-General of the Association.

6.3. The Secretary-General shall give an outline of the criteria for the IAP Honorary Membership.

6.4. The IAP Honorary Membership will be handed to the Secretary-General by the IAP Secretariat.

6.5. The Secretary-General shall name the recipient of the IAP Honorary Membership and will read out the citation.

6.6. The recipient of the IAP Honorary Membership shall be invited to the stage of the General Meeting.

6.7. The Secretary-General will present the IAP Honorary Membership to the recipient.

6.8. The recipient will have their photo taken with the IAP Honorary Membership in the presence of the President and the Secretary-General.

6.9. The recipient will leave the stage.

7. Procedure in case of absence

7.1. In the event that the recipient is unable to attend the award ceremony, the citation will be read aloud and the IAP secretariat will arrange for the award certificate to be sent to the recipient.

8. Briefing of the recipients

8.1. The IAP Secretariat will inform all the recipients beforehand about the procedure and, if applicable, the timeslot available for their comments. In the event that the award is presented to a prosecution team, the IAP Secretariat will confirm in advance who will receive the award and who will address the conference. The recipients will be informed in advance that any statement must be of a non-political and non-controversial nature.

Approved by the IAP Executive Committee on 28 September 2024 in Baku, Azerbaijan.

In force with immediate effect.

AWARD AND DECORATIONS SUB-COMMITTEE

TERMS OF REFERENCE

1. Purpose

1.1. These Terms of Reference (the Terms) regulate the work of the Awards and Decorations Sub-Committee (the Sub-Committee).

1.2. The purposes of the Sub-Committee are:

- i. To consider and assess nominations that have been submitted for the IAP awards and decorations; and
- ii. To recommend a list of suitable candidates for each of the IAP awards and decorations to the Executive Committee, via the Secretary-General, for consideration by the Executive Committee.

2. Membership

2.1. The Sub-Committee shall consist of at least five members.

2.2. Members of the Sub-Committee shall be appointed by the Executive Committee.

2.3. Members of the Sub-Committee may be members of the Executive Committee, the Senate, or other members within the meaning of Article 19 of the Constitution.

2.4. The Sub-Committee shall appoint one of its members as Chair. The Chair shall be a member of the Executive Committee. The term of office for the Chair is three years and may be renewed without restriction.

2.5. A member shall serve for a term of three years. Members shall be eligible for reappointment without restriction.

2.6. A member may resign from the Sub-Committee by providing notice in writing to the Secretary-General.

2.7. A member of the Sub-Committee may be dismissed by the Executive Committee if, after due enquiry, the Executive Committee decides by a majority that the member is unwilling to perform their duties as required by the Awards and Decorations Policy or these terms, or has acted in such a way that is inconsistent with their continued membership of the Sub-Committee.

2.8. No member may remain on the Sub-Committee if he/she ceases to be a member of the IAP.

2.9. Sub-Committee members shall disclose any conflict of interest relating to the work of the Sub-Committee (including any perceived conflict if a nomination is made by their own prosecution service) to the Chair of the Sub-Committee. If requested to do so by the Chair, the member shall withdraw from the Sub-Committee or from any part of the Sub-Committee meeting as is deemed appropriate by the Chair.

3. Procedure

3.1. The Secretary-General will collect the nominations for the IAP awards and decorations following the call for nominations. The Secretary-General will provide a list of nominees and supporting evidence to the Sub-Committee within two weeks of the deadline for the call for nominations.

3.2. The Sub-Committee shall meet to determine its recommendations. Meetings can be in-person, online, or in a hybrid format.

3.3. The Sub-Committee shall have the ability to seek further information about the nominee or their activity from the nominator if required.

3.4. The quorum for any Sub-Committee meeting shall be a simple majority of the Sub-Committee's membership.

3.5. Recommendations by the Sub-Committee should be arrived at by consensus if possible.

3.6. Each Sub-Committee member shall have an equal vote on any decision that falls within the ambit of the Sub-Committee.

3.7. Where a recommendation is not unanimous, majority and minority positions shall be noted in the minutes of the meeting and shall be reported to the Executive Committee.

3.8. Recommendations by the Sub-Committee should include brief reasons for their decision. Where a nomination is not recommended by the Sub-Committee, brief reasons should also be provided.

3.9. The Sub-Committee shall send its recommendations for the IAP awards and decorations to the Secretary-General no less than two weeks prior to the Northern Spring Executive Committee meeting. The Secretary-General will then send a list of nominees, supporting evidence, and the recommendations of the Sub-Committee to all Executive Committee members not less than one week prior to the Northern Spring meeting.

3.10. The recommendations of the Sub-Committee are not binding on the Executive Committee.

4. Honorary Membership

4.1. In accordance with the Honorary Membership Policy, the Sub-Committee shall provide advice to the Secretary-General regarding recommendations for Honorary Membership.

5. Rules of procedure

5.1. The Sub-Committee may make and vary its own rules of procedure, including these Terms.

6. Record keeping

6.1. A record should be kept of each Sub-Committee meeting. The record of the meeting should be sent to the IAP Secretariat for storage in the IAP archives.

Approved by the IAP Executive Committee on 28 September 2024 in Baku, Azerbaijan.

In force with immediate effect.