STANDARD OPERATING PROCEDURE

UKBC Recognition/Awards

Terms and conditions for nominations

SOP No: UKBC/SOP/Awards001

SOP Title: UKBC Awards

Effective Date:	May 2023
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Adapted from CTRG Template SOP Version 001

1.   PURPOSE

The purpose of this document is to outline the rules, terms and conditions for the nomination process related to UKBC Recognitions. This document also explains the background, validation and decision processes related to the UKBC Recognitions. It also provides guidance on what to expect in relation to the UKBC Recognitions. This is a working document and will be updated as required while UKBC processes gradually develop and UKBC grows and establishes itself.

2.   INTRODUCTION

The United Kingdom Bengali Convention (UKBC) is the first collective in the UK which brings together all Bengali speaking people in the country. This convention takes place once a year and rotates around the country to different cities. UKBC is currently in its third year since inception and is growing slowly but at a steady pace.

Each year UKBC invites nominations from members of the public to recognise fellow Bengalis in the UK who are making a difference in their own way. This is not a competition. This is simply a way to recognise the contributions that these wonderful people are making either in their communities or in their chosen field of work. These nominations are by the people, for the people in true democratic style. There is no other way for people to know about the work that our fellow Bengalis are doing. Each nomination must be supported with relevant proof of their achievements.

3.   DEFINITIONS

'Proposer' - Member of the public who is a UK resident with a connection to Bengal. The proposer can nominate suitable candidates who they believe have made positive contributions in the community or in their chosen field of work.

'Nominee' – Member of the public who is a UK resident with a connection to Bengal. The nominee can be from your local community in your city, or can be from a different city within the UK.

The participation for the UKBC Recognitions is applicable only for the UK residents (proposer and nominee both).

4.   CATEGORIES FOR YOUR NOMINATIONS

There are **three** categories under which you can make a nomination:

- *Sera Bangali* – In this category, we are looking for candidates who have achieved excellence in their chosen field of work while still contributing towards knowledge sharing, improving the economy and encouraging well being within the community. It is expected that the nominee will either be of Bengali origin or his/her contribution will have a significant relevance to Bengal. We are looking for a track record of at least 5 years in the UK for the nominee. Please submit evidence for this. The final decision remains at the discretion of the UKBC Awards Committee. We will require suitable evidence and records of national and international awards, any relevant evidence from press and media etc.

- *Community Shaper or 'Shomaj Probhabok'* - For the Community Shaper category, we are looking for community heroes who have tirelessly worked towards bringing people together. We value active community members who use their local knowledge, skills, and life experience to promote and improve conditions in their local community. We are looking for a track record of at least 5 to 10 years in the UK for the nominee. Please submit evidence for their contributions to bringing positive change in the community. The final decision remains at the discretion of the UKBC Awards Committee. We will require suitable evidence and records which demonstrate the work they have done. Shaping and influencing the community requires years of dedication and commitment and we want to recognise all those people who have made a big difference for Bengalis in their own communities.

- *Lifetime Achievement* - Any resident of the UK can be nominated for the LIFETIME ACHIEVEMENT under the UKBC Recognitions. Each nomination will have to be supported with proof of outstanding achievements. It is expected that the nominee will either be of Bengali origin or their contribution will have a significant relevance to Bengal. We are looking for a track record of more than 15 to 20 years of achievement in any field. We also require records of national and international awards, recognition and evidence from the press and media.

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5.   SPECIFIC PROCEDURES - CLAUSES

Nomination process

A.   Once nominations are open, members of the public will be able to send the names of their nominated candidates through Google forms. Separate forms will be available for each of the 3 categories. Links to the forms will be available on the UKBC website https://www.ukbc.info/ukbc-awards

B.   Please inform the person that you are nominating so that they are aware and are in agreement with your nomination.

C.   If the person you are nominating does not have an email address, please mention this somewhere in the text on the form and provide your own email address for the purpose of completing the form.

D.   These forms specify all the details required. Please note that **UKBC will be unable to accept any nominations that are not supported by relevant evidence.** All supplied information will be carefully checked and scrutinised by the UKBC team to ensure fairness and equality.

E.   The nomination forms specify that a summary (limited to 50 words) be provided which outlines the reasons why you have nominated your chosen candidate. This is very important and nomination forms without this summary will not be accepted.

F.   The nomination forms ask for a longer description (limited to 250 words) where you can describe in more detail about how you came to know about the work your chosen candidate has done and how you feel their work is making a difference. In a separate specific section in the form, you can also upload up to 10 evidence documents which demonstrate the work that your chosen candidate has been doing in their community or in their professional field.

G.   All proposers and chosen nominees must be aged 18 and above, and residents in the UK. It is expected that the nominee will either be of Bengali origin or their contribution will have a significant relevance to Bengal.

H.   Proposers are allowed to nominate as many people as they want. We do not want to limit these numbers because this defeats the purpose of these Recognitions. However we do hope that each proposer will support our vision and be understanding enough to limit their nominations to a reasonable number so that the screening process can be completed in a fair and timely manner. UKBC is run completely by volunteers in their own time and UKBC wants to ensure an efficient, transparent procedure so that justice can be done to each and every nomination received.

Terms and conditions for nominations

I.   A proposer can nominate the same person for different categories but will need to provide clear, separate evidence for each category and provide good reason as to why they believe that the same person should receive awards under different categories.

J.   Nominations must be received by the closing date which will be specified on the nomination form. This is in order to allow enough time for the UKBC committee to collate and review all received information.

Selection process

K.   Once the nomination window has closed, the UKBC committee will review all the received applications and supporting evidence. This is a completely neutral and transparent process where the focus will be on the benefits of the work done and the evidence provided. An unbiased review/discussion will be undertaken within the UKBC committee.

L.   Please note that UKBC really wants to recognise as many candidates as possible and will try to consider and honour all the received nominations as long as there is sufficient evidence provided. The whole purpose of the UKBC Recognitions is to find such unknown heroes in every corner of the country. The more people we recognise, the stronger we will be as a community. However, the final decision on whether enough evidence was provided lies with the UKBC committee.

M.   Once all the evidence has been scrutinised (usually around a month after the nomination deadline date), UKBC will reach out to all nominated successful candidates. All successful candidates will be invited to receive their Recognition in person at the annual event.

The Recognitions Ceremony

N.   All the awardees will be invited to attend the Recognitions Ceremony at the annual United Kingdom Bengali Convention. In 2023, this will be on 10th September 2023 in Harrow, London. Each winner will be honoured with a humble token of appreciation and a certificate of recognition.

O.   The presentations will be undertaken in a quick, graduation style ceremony where the candidate names will be continuously announced as they go on to the stage and receive their token and certificate. UKBC will project slides/images in the background with a short summary of the recognised work each candidate has done and the reasons provided for their nomination.

P.   The presentation ceremony will take place in an open area where everyone will have free access to attend. This is to encourage the maximum number of people to be present during the presentation. Please note that this recognition / awards ceremony is a separate

event and not connected to any ticketed events or cultural programmes hosted by UKBC in the main performance auditoriums. Any event that requires a ticket will need to be purchased separately by everyone. However, access to the un-ticketed open areas, the shops, stalls, exhibitions etc. will be free.

Q.   Finally, the names and details of the awardees will be published on the UKBC website https://www.ukbc.info/ and all the names will be listed in the annual UKBC magazine.

6.   COMMUNICATIONS

Please reach out to awards.ukbc@gmail.com with any queries and questions you have. We will endeavour to respond to you within five working days.

7.   CHANGE HISTORY OF THIS DOCUMENT

This document is a live working document which will be constantly monitored and improved.

Where the SOP is the initial version:

● SOP No: The SOP and version number will be recorded

● Effective Date: Record effective date of the SOP or "see page 1"

● Significant Changes: State, "Initial version" or "new SOP"

● Previous SOP no.: State "NA".

Where replacing a previous SOP:

● SOP No: Record the SOP and new version number

● Effective Date: Record effective date of the SOP or "see page 1"

● Significant Changes: Record the main changes from previous SOP

● Previous SOP no.: Record SOP and previous version number

SOP no.	Effective Date	Significant Changes	Previous SOP no.
001	**28th April 2023**	**First draft – initial version**	**N/A**

SOP no.	Effective Date	Significant Changes	Previous SOP no.