



The Order pro Merito Melitensi

Your guide to preparing nominations for awards within the Order pro Merito Melitensi

Who is eligible?

Anyone who is eligible for appointment to or an award under the Order pro Merito Melitensi. It is not reserved for Members of the Sovereign Order of Malta, its program leaders or employees – it is open to all who have acquired merits for the implementation of the institutional purposes of the Sovereign Order of Malta (Article 105 of the Constitutional Charter and Code, 2022).

Past awards have been made across a broad range of services and locations around the world.

The various grades of the Order pro Merito Melitensi are awarded following a continuum in the service in favour of the activities of the Order. Nominations for a higher grade will only be considered after a period of at least five years dating from the award of the previous grade

Nominations of individuals should highlight the consequences of the work being recognised and demonstrate the impact the service being recognised has had in the first instance, since admission or the last promotion.

Nominations to the Chancellor may be received at any time. Nominations must be completed on the Nomination form and Referee Statement provided (AAOML_P_016-03 & AAOML_P_016-04).

Promotions and upgrading

A person who has been appointed to or received an award of the Order pro Merito Melitensi and gives further distinguished service may be nominated subsequently for further promotion within the Order pro Merito Melitensi.

Promotion within the Order pro Merito Melitensi is not normally considered within five years of initial appointment or previous promotion. Should a person be nominated for promotion within the five- year period, additional justification for the nominee's promotion must be provided. Nominations for promotions and upgrading have to follow the progression of the grades.

How should nominations be prepared?

All nominations must be prepared using the appropriate forms.

Documents to be presented to the Chancellor (chancellor@orderofmalta.org.au) are:

- An updated curriculum vitae of the Candidate (signed by candidate)
- Privacy Information/Acknowledgement form in respect of personal data processing (AAOML_P_016-02)
- The nomination form (AAOML_P_016-03) duly completed by the local proposer
- The Referee form (AAOML_P_016-04) completed by the referee.

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The nomination: Nominations must be limited to 3 pages.

As the Order pro Merito Melitensi is part of the official honours and awards system of the Sovereign Order of Malta, full personal details of the nominee, including the full name and home address must be provided. All information provided is treated as confidential.

Full position details must be provided so that the Grand Priory, Subpriory or National Association can assess the nomination relative to the service, achievement and impact of the nominee. This is very important when comparing nominations against award criteria.

Referee support: Referee statements must be limited to 3 pages.

All nominations must be accompanied by a referee statement which comments on the service of the nominee.

How are nominations considered?

Nominations are developed individually, with all relevant documents, including each candidate's curriculum vitae. Each nomination has to be approved by the Chapter of a Grand Priory/Subpriory or the Board/ Council of a National Association. Once approved, the complete file will be sent to the Grand Magistry, addressed to the attention of the Grand Chancellor, directly or through the Grand Magistry's Internal Affairs Department.

Nominations presented by Heads of Mission will be evaluated by the Chancellery of the Grand Magistry.

The Chancellery, after having checked the documents, submits the proposals to H.M.E.H. the Grand Master and the Sovereign Council. In case of incomplete files, the Internal Affairs Department will ask the proposing Entity to provide the missing documentation.

Nominations will be presented during meetings of the Sovereign Council.

H.M.E.H. the Grand Master can also decree the conferral of honours and awards by Motu Proprio.

Following meetings of the Sovereign Council, the Internal Affairs Department will inform the Grand Priors, Regents, Presidents and Ambassadors about the decisions made.

For more information, see the Policy of the Australian Association (AAOML_P_016).

Order pro Merito Melitensi – NOMINATION FORM

NOMINATION FORM (for consideration and approval of the Executive Committee)

The Information contained in this document will be held in confidence and is subject to articles 12, 13 and 14 of the Sovereign Order of Malta's General Data Protection Regulation and Privacy Policy.

Details of person submitting nomination

Full name	<input type="text"/>		
Proposing organisation	<input type="text"/>		
Business address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone (Business)	<input type="text"/>	Telephone (mobile)	<input type="text"/>
Email	<input type="text"/>		
Signature	_____	Date	_____

Details of person being recommended for an award

Please complete the section, provide a nomination statement either on the back of this form or separately, taking the Guidelines into account.

Surname	<input type="text"/>	Given Name(s)	<input type="text"/>	Title	<input type="text"/>
Home address	<input type="text"/>				
	<input type="text"/>	Postcode	<input type="text"/>		
Telephone (home)	<input type="text"/>	Telephone (mobile/cell)	<input type="text"/>		
Email	<input type="text"/>				
Date of birth	<input type="text"/>	Place of birth	<input type="text"/>		
Nationality	<input type="text"/>				
Is the nominee a Member of the Order?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
If Yes: 1) Which Category	<input type="text"/>				
2) Which Grand Priory/Subpriory/Association?	<input type="text"/>				
Awards and/or degrees	<input type="text"/>				
Profession	<input type="text"/>				

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Referee

Please list the name of the person who has provided the referee statement to support the nomination. Referee reports are limited to 3 pages.

Name

Mobile

Nomination Statement: Nominations are limited to 2 pages

Please provide details of the nominee's service to the Order of Malta. Please detail the nature and duration of the nominee's service to the Order, any leadership roles undertaken, contributions to the Order's charitable works and their commitment to its spiritual mission including liturgical participation:

Achievement

In what role(s) has the nominee excelled and therefore is considered worthy of recognition? You should give comprehensive details of the nature of the position/role(s) the nominee has held with the Order of Malta (i.e. program management, governance, administration, volunteer), the length of service and why this service is above and beyond normal expectations.

Service:

How has the nominee demonstrated 'outstanding service' to the sick and the poor? You should give details of key initiatives, actions, or achievements that have resulted from their involvement. Describe the impact of their service, where possible include measurable outcomes, leadership demonstrated, and any lasting benefits to beneficiaries.

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Impact

How has the nominee's contribution impacted upon the Order and its activities? What are the broader outcomes of the nominee's work? This is an opportunity to describe in terms of the 'big picture' the significance of the nominee's efforts. Where possible, identify lasting benefits, strategic improvements, or long-term influence arising from their contribution.

Other Comments:

Documents to be attached:

- An up-to-date Curriculum Vitae of the Candidate (signed by the candidate)**
- Privacy form**
- Referee statement (limited to 3 pages)**