**Annex 1**

**Kindly fill in the nomination form. All fields are required.**

**About the Nominator**

|  |  |
| --- | --- |
| **Nominating AMS** |  |
| **Name of Representative** |  |
| **Designation/Title**  |  |
| **Affiliation** |  |
| **Postal Address** |  |
| **Telephone No.** |  |
| **Fax No.** |  |
| **Mobile Phone No.** |  |
| **E-mail Address** |  |
| **Related Website** |  |

**About the Nominee**

|  |  |
| --- | --- |
| **Name of Nominee** |  |
| **Designation/Title**  |  |
| **Affiliation** |  |
| **Year of Birth** |  |
| **Nationality** |  |
| **Gender** |  |
| **Number of Years Involved in Biodiversity Conservation** |  |
| **Postal Address** |  |
| **Telephone No.** |  |
| **Fax No.** |  |
| **Mobile Phone No.** |  |
| **E-mail Address** |  |

**Letters of Recommendation**

Please attach at **least two letters of recommendation or testimonials** from persons who have ample knowledge of the nominee’s achievements in biodiversity conservation.The recommendations may come from national government agencies/ministries, local governments, international organizations, non-government organizations, and other relevant groups operating in the nominees’ country.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Reference 1** | **Reference 2** | **Reference 3** |
| **Full Name** |  |  |  |
| **Designation/Title** |  |  |  |
| **Organization** |  |  |  |
| **Postal Address** |  |  |  |
| **Telephone No** |  |  |  |
| **Fax No.** |  |  |  |
| **Mobile Phone No.** |  |  |  |
| **E-mail Address** |  |  |  |

**Rationale for Nomination**

In less than 1,500 words, please explain why the nominee is being nominated and why he or she is worthy of being recognized as an ASEAN Biodiversity Hero. Kindly consider these questions in preparing the write-up. Are the nominee’s contributions valuable? Do the nominee’s contributions have a clear impact on biodiversity conservation? Does the nominee have the potential to inspire other individuals his or her example? Has the nominee been recognized in the community or the country where he or she lives?

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**Documents to be Submitted**

**Please send electronic files of the following documents with this nomination form.**

1. Official letter of nomination from the Governing Board member addressed to The ASEAN Centre for Biodiversity
2. Profile or CV of nominee
3. At least two testimonials or letters of reference written by individuals other than the nominator who can attest to the nominee’s achievements in biodiversity conservation
4. High-resolution photos of nominee that can be used in ASEAN Biodiversity Heroes information materials (One profile photo and at least five action photos)
5. Supporting documents to be provided **if available(may include but not limited to)**
* List of publications featuring the nominee
* List of awards and/or recognitions received
* Media exposure

**Annex 2**

**SAMPLE NOMINATION LETTER**

**ATTY. ROBERTO V. OLIVA**

Executive Director

ASEAN Centre for Biodiversity

3F, ERDB Bldg. Forestry Campus

College Laguna 4031, Philippines

**Subject: Official Nomination to the ASEAN Biodiversity Heroes**

Dear Atty. Oliva:

The Government of the Philippines through the Department of Environment and Natural Resources – Biodiversity Management Bureau is pleased to nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the country’s official representative to the ASEAN Biodiversity Heroes.

The nominee’s exemplary contributions in the area of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have significantly contributed to efforts to conserve biodiversity in the ASEAN region.

Attached for your perusal are:

1. Duly accomplished nomination form
2. Profile / CV of the nominee
3. Testimonials or letters of reference written by individuals who can attest to the nominee’s achievements in biodiversity conservation
4. High-resolution profile and action photos of the nomineethat you may use in ASEAN Biodiversity Heroes information materials
5. Other supporting documents

We look forward to recognizing the Philippines’ ASEAN Biodiversity Hero and the rest of the heroes from the other ASEAN Member States at the award ceremonies on 08 August 2017.

Sincerely yours,

**NAME**

Designation

**Annex 3**

**SAMPLE TESTIMONIAL / LETTER OF REFERENCE**

**ATTY. ROBERTO V. OLIVA**

Executive Director

ASEAN Centre for Biodiversity

3F, ERDB Bldg. Forestry Campus

College Laguna 4031, Philippines

**Subject: Testimonial for [Name of Nominee]**

Dear Atty. Oliva:

This letter is to support the nomination of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as one of the ASEAN Biodiversity Heroes.

Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s commitment to biodiversity conservation and advocacy is an inspiration not only to people like me who have had the opportunity to work with her, but also to others who have witnessed how he/she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

His/her leadership in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ project resulted in tangible results such as the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

He/she has made significant contributions to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Honoring him/her as an ASEAN Biodiversity Hero is a well-deserved distinction.

Should you wish to have more information, please feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

**NAME**

Designation