



TULAGA MAMALU MA FA'AIOGA TAUALO'A SAMOA  
SAMOA HONOURS AND AWARDS

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## GUIDELINES FOR NOMINATIONS

### 1. **Who can nominate a person for an Award?**

Any person or persons or communities can nominate anyone by completing the nomination form for someone deemed eligible to receive an honour or award.

### 2. **Very important areas to highlight in completing Nomination Forms**

It is required to complete filling in all details of the nomination form with true information before it submits to the Honours and Awards Committee. The nomination form must clearly state truthful information that the nominee has achieved high meritorious service or have performed outstanding achievements and is eligible for an award. Other areas to consider that may guide the people of Samoa for this nomination form may be conferred on persons in recognition of their paramount contribution to their village, district and communities or for their high achievement in any field of endeavour.

### 3. **Deadline for Nomination Forms**

All Nomination Forms should be submitted to the Secretary of the Honours and Awards accordingly to the deadline indicated in the Notice through the use of different media.

**Deadline for receipt of Nominations Forms for 2013, is FRIDAY 29 NOVEMBER.**

### 4. **Change of Information within Nomination Forms**

The Secretary of the Honours and Awards should be duly informed of any substantial changes as below mentioned:

- **Change in nominee's address and/or country; or**
- **Death of nominee**

### 5. **Nominee's Consent**

Upon selection by the Committee, the successful nominations will be submitted to be recommended for awards to Cabinet and Head of State for endorsement. The

successful nominee will be informed and requested for consent whether he/she accepts the award.

**6. Selection of Nominations for Awards eligibility**

The Honours and Awards Committee will assess all nominations received and from which a selection or shortlist is made in accordance with the Honours and Awards Act 1999. There is no guarantee that with receipt of all nominations will be selected and considered for an award. In this regard, being nominated does not necessarily confirm that you have been selected and eligible for an award.

You cannot nominate someone for a specific honour or award. It will be decided by the Honours and Awards Committee.

**7. Description of Honours and Awards and Rationales of Recognition**

This is the order of Samoa Honours and Awards:

Awards for civil service & Awards for bravery and gallantry

**Section 7(1): The awards for civil service, in order of precedence shall be**

**Section 7(2):**

**(a) Grand Order of Samoa, G.O.S.**

The Grand Order of Samoa – Special Class, shall be the state badge of office, symbolizing the tenure of the highest public office in Samoa.

The Head of State shall by virtue of the office and during the Head of State’s tenure be the only holder of this Order, and upon death while in office or upon retirement, it shall be handed down to the successor.

**(b) Order of Samoa, O.S – Poloaiga Sili a Samoa**

The Order of Samoa – Poloaiga Sili a Samoa shall be the nation’s highest meritorious award and may be conferred on persons who have made a paramount contribution to the Nation and to the People, life and culture of Samoa on the national or international level and which deserves the highest recognition of the people of Samoa.

It shall not be more than two (2) living persons be the holders of the Order of Samoa – Poloaiga Sili a Samoa.

**(c) Order of Samoa, O.S – First Class**

The Order of Samoa – First Class may be conferred on persons who have made an outstanding contribution to the State and to the people, life and culture of Samoa on the national or international level.

It shall not be more than ten (10) living persons be the holders of the Order of Samoa – First Class.

**(d) Companion of the Order of Samoa, C.O.S – Second Class**

The Companion of the Order of Samoa – Second Class may be conferred on:

- (i) Persons who have made an exceptionally important contribution to the State/Nation and to the people, life and culture of Samoa, on the national or international level
- (ii) Those persons who are or have been leaders of corporations (whether foreign or domestic), or who are or have been leaders of foreign states or organizations, in recognition of lengthy and valuable service help and friendship afforded to Samoa by those corporations, states/nations or organizations, or by those leaders.

It shall not be more than ten (10) living persons be holders of the Companion of the Order of Samoa – Second Class.

**(e) Order of Merit, O.M**

The Order of Merit may be conferred on:

- (i) Persons who have rendered outstanding meritorious service for Samoa in the domestic or international spheres; and
- (ii) Persons who have made exceptional contributions towards the advancement of any field of endeavour, but with particular emphasis on the arts, learning, literature, science and religion in the domestic or international spheres, and which is of benefit directly or indirectly to Samoa.

It shall not be more than fifteen (15) living persons be holders of the Order of Merit.

**(f) Officer of the Order of Samoa, O.O.S – Third Class**

(1) The Officer of the Order of Samoa – Third Class may be conferred on:

(a) Persons who have made highly significant and meritorious contributions to Samoa; and

(b) Persons who have excelled in any field of endeavour, domestically and internationally, and which is of benefit, directly or indirectly to Samoa or which brings credit to Samoa.

(2) It shall not be more than fifteen (15) living persons be holders of the Officer of the Order of Samoa – Third Class.

**(g) Member of the Order of Samoa, M.O.S – Fourth Class**

(1) The member of the Order of Samoa – Fourth Class may be conferred on :

(i) Persons who have made meritorious contributions to Samoa; and

(ii) Persons who have excelled in any field of endeavour domestically, and which is of benefit directly or indirectly to Samoa, or which brings credit to Samoa.

(2) It shall not be more than fifteen (15) living persons be holders of the Member of the Order of Samoa.

**(h) Head of State Service Order, H.S.S.O**

(1) There shall be two divisions of the Head of State's Service Order as follows:

(a) For Community Service; and

(b) For Public Services.

(2) The Head of State's Service Order for Community Service may be conferred on persons in recognition of their unique and valuable contributions to their village, district or township, or for their high achievement in any field of endeavour.

(3) The Head of State's Service Order for Public Services may be conferred on persons who have made meritorious contributions or given long service with exemplary conduct to the Government of Samoa.

(4) It shall not be more than twenty (20) living persons be holders of the Head of State's Service Order.

**(i) Head of State's Service Medal – H.S.S.M**

(1) There shall be two (2) divisions of the Head of State's Service Medal as follows:

(a) For Community Service; and

(b) For Public Services.

(2) A medal awarded under this section may be granted to those persons who in the opinion of the Honours Committee have achieved a highly valuable accomplishment in any field of endeavour, or who have provided long service to Samoa with good conduct.

(3) It shall not be more than twenty (20) Head of State's Service Medals be awarded in any calendar year.

**Section 7(3): The Awards for bravery and gallantry, in order of precedence, shall be**

**(a) Malietoa Cross – M.C**

The Malietoa Cross may be awarded only for acts of the greatest heroism and of supreme bravery in the face of the enemy, or for some daring and pre-eminent act of valour and self-sacrifice in circumstances of extreme danger.

**(b) Samoa Cross – S.C**

The Samoa Cross may be awarded for acts of the greatest valour entailing the display of exceptional courage in circumstances of extraordinary danger, where there is a total disregard for personal loss of life and limb.

**(c) Samoa Medal of Honor – M.H**

The Samoa Medal of Honour may be awarded for acts of the most conspicuous courage in circumstance of extraordinary danger involving potential loss of life or limb.

**(d) Head of State's Medal of Valour - H.S.M.V**

The Head of State's Medal for Valour may be awarded for acts of extraordinary courage in circumstances of very great danger.

**(e) Posthumous awards**

The awards described in Section 7(2)(b), Section 7(3)(a) and Section 7(3)(b) may be made posthumously.

**Section 8: Honorary Awards**

- (a) The Head of State acting on the advice of Cabinet is satisfied that a person merits the receipt of an award under this Act, and that person is not a citizen of Samoa, the Head of State may by Order confer an honorary award on that person.
- (b) Honorary awards may be made for all awards under this Act other than the Grand Order of Samoa, and there shall be no limitations as to the number of honorary awards that may be granted or conferred under this section.

**Section 9: Posthumous Awards (Maliu o se Tagata ua fa'atu mai)**

Apart from awards for civil service, bravery and gallantry, nominations for persons who are deceased cannot be considered by the Committee except for a nominee (deceased) that may be awarded only for acts of bravery and display of exceptional courage.

**Section 10: Awards for Bravery and Courageous**

For nomination forms described for bravery and courageous should be accompanied by written statements of persons who have witnessed actions or extraordinary accidents that have displayed the acts of great bravery and exceptional courage.

**Section 11: Confidentiality of Information**

The source of nominations received by the Honours and Awards Committee is not disclosed and information is treated confidential.

**Section 12: Confirmation for Receipt of all Nomination Forms**

The receipt of all nomination forms will be officially informed by the Honours and Awards Committee.

**Section 13: To contact for further Enquiries:**

Please refer all enquiries relating to Samoa Honours and Awards to:  
**The Secretary**  
**Samoa Honours and Awards (HAC)**  
**Ministry of the Prime Minister and Cabinet**  
**Level 4, FMFM II Building.**

**Telephone: 20136**  
**Facsimile: (685) 21339.**