

APPENDIX 1

Process for Members on nominating ambassadors for the Freedom of the City

Overview

This document provides guidance to Members on nominating ambassadors for the Freedom of the City. Specifically, this guidance outlines information on who is able to nominate an ambassador, criteria for nomination, and the timing for nominating an ambassador.

This guidance is in place in order to ensure consistency in the way in which ambassadors are awarded the Freedom – including the type of Freedom they receive, who nominates them and the hospitality they receive. At the end of this document is a 'start to finish' process map for nominating an ambassador for the Freedom of the City.

Who is able to nominate an ambassador:

Any Member of the Court of Common Council may recommend an ambassador for a Freedom of the City, but this does not necessitate that they will be a formal nominator. In order to ensure consistency in who nominates an ambassador, the Freedom Applications Committee will decide who is best placed to nominate. In order to provide adequate profile to ambassadors, nominators will likely be senior City Corporation Members such as the Lord Mayor, the Chief Commoner and/or the Chairman of Policy.

In some instances it may be appropriate for the Member recommending an individual for the Freedom to be one of the formal nominators. This may be, for instance, when a particular Member has a relationship or tie with that country or individual, which makes them well placed to nominate. Typically, a Member recommending an individual – as well as the nominators – will be involved in the hospitality provided when the Freedom is awarded. The level of hospitality provided will be considered on a case-by-case basis, determined by the significance of the relationship between the country in question and the City of London.

For all Freedoms for ambassadors, one nominator will be drawn from the Court of Common Council, and one from the Court of Aldermen. Any Freedom for an ambassador must be first approved by the Freedom Applications Committee, and then then the Court of Common Council. Without both approvals, the Freedom will not be awarded.

Criteria for nomination:

Ambassadors should only be nominated if they fulfil certain criteria. This is to ensure that the Freedom maintains its prestige and special status, and so that there is consistency when awarding the Freedom to ambassadors. The following criteria should be met before an individual is nominated:

- The individual has been an ambassador for at least six months;
- They are the ambassador to a country that the City of London has clear ties to, or relationship with;
- They have made a significant contribution to the life of the Capital or in the field of diplomatic life;
- The Foreign and Commonwealth Office (FCO) does not object to the nomination – *note, this engagement will take place between the City of London Corporation and the FCO once a Member has recommended an individual for the Freedom.*

Without meeting these criteria, an individual will not be eligible to receive the Freedom. Only in special circumstances will an individual be eligible if they do not meet the above criteria – in such occasions this will be at the discretion of the Chairman of Policy and the Chairman of the Freedom Applications Committee.

When to nominate an ambassador:

The timing of when to nominate an ambassador for the Freedom should also be considered. The following occasions are when an ambassador can be – although does not have to be – nominated:

- Following the ambassador hosting – or helping to facilitate – a state visit from the country they represent;
- Just before a long-serving ambassador is due to retire from their position;
- Following an ambassador supporting the Chairman of Policy and/or the Lord Mayor on an overseas visit.

This list is non-exhaustive and should be used as a guide. It may be that other occasions are appropriate – in such a case, the Member recommending an individual should in the first instance discuss the matter with the Chairman of Policy and Chairman of the Freedom Applications Committee.

How to nominate an ambassador:

The following process applies for nominating an ambassador for the Freedom:

1. If a Member of the Court of Common Council wishes to recommend an individual for the Freedom, they should first ensure that the ambassador meets the criteria as outlined in this document.
2. The Member should then write to the Clerk to the Freedom Applications Committee (Edward Gilbert – Executive Officer the Court of Aldermen, Edward.gilbert@cityoflondon.gov.uk) stating their request.

3. The Clerk to the Chamberlain's Court, along with the EDO and Remembrancer's Office will carry out basic checks, and prepare the request for consideration at the Freedom Applications Committee. If the Committee determines that the nomination is inappropriate then they will state the reasons why. If the Committee agree that the nomination is appropriate, then it will then decide who should be the formal nominators.
4. The nomination will then be put to a meeting of the Common Council for approval.
5. The Remembrancer's Department and Clerk to the Chamberlain's Court will, following approval by Common Council, undertake to arrange publicity and hospitality. The nominators – and any Member who has been closely involved with the recommendation – will be involved with the hospitality.