



Premier's Awards Recognition Program Guidelines

1. PURPOSE

The purpose of the Premier's Awards Recognition Program (Premier's Awards), is to recognize and reward exceptional and outstanding accomplishments by the Government of Northwest Territories' employees and teams that best reflect the GNWT's corporate objectives.

The intent of the Premier's Awards is to provide reward through recognition of the achievement of exceptional performance by public servants and their working partners. By providing recognition via the Premier's Awards for Excellence event and communications, the program will inspire others to reach for even greater accomplishments that benefit the residents and government of the Northwest Territories.

2. PROGRAM OVERVIEW

The annual Premier's Awards are administered in three distinct stages, which include a nomination period, nomination review and evaluation stage.

2.1 AWARD CATEGORIES

i. AWARD FOR EXCELLENCE – INDIVIDUAL

Recognizes and rewards the outstanding achievements of individuals within the GNWT who continue to strive for excellence, best practice management and improvements in the workplace.

ii. AWARD FOR EXCELLENCE – TEAM

This award recognizes and rewards the outstanding achievements of teams within the GNWT who continue to strive for excellence, best practice management and improvements in the workplace.

iii. COLLABORATION AWARD

Recognizes the outstanding achievements of GNWT employees who work in partnership with other government and non-government employees to improve services to Northwest Territories' residents.

iv. INDIGENOUS PARTNERSHIP

Recognizes the outstanding achievements of GNWT individuals and teams who work in partnership with Indigenous governments and organizations to strengthen programs and policies, and improve access to services for Northwest Territories residents, and to enhance intergovernmental cooperation and strengthen bilateral relationships.

**A GNWT team consists of only GNWT employees. A Collaboration or Partnership team consists of GNWT employees and non-GNWT employees or individuals.*

3. CODE OF ETHICS

The GNWT Public Service Code of Conduct GNWT identifies standards of conduct for GNWT employees in the execution of their duties and apply in the Premier's Awards.

4. ELIGIBILITY

This section is comprised of two subsections: Nomination Guidelines and Selection Criteria. The Nomination Guidelines subsection outlines prerequisites for qualifying as a nominee for a Premier's Award and the Selection Criteria subsection outlines the evaluation criteria by which nominations will be rated.

5.1 NOMINATION GUIDELINES

- Only nominations received by the deadline will be considered for the Premier's Award.
- Nominations received after the deadline will not be considered and will be returned to the nominator.
- Each year, a maximum of three (3) individuals or teams, per category, can be awarded a Premier's Award.

- Nominators must check with nominees before nominating them to ensure they agree with being nominated.
- Nominations will only be considered for the fiscal year identified.

5.2 SELECTION CRITERIA

The following outlines the Selection Criteria and considerations that are applied during the Premier's Awards nomination review, evaluation and selection process.

Nominators should review the Selection Criteria prior to finalizing their nomination submission form, to best capture the accomplishments of their nominee(s) in a way most suited to fulfilling the criteria of this awards program.

Nominations must meet at least three (3) of the five (5) Selection Criteria for consideration. Selection Criteria are as follows:

1. Innovation and Creativity

Recognizes outstanding performance and achievement through innovative approaches and creativity to new and sustainable projects, systems and technologies that provide improved performance and service. This includes nominees who:

- a. Demonstrate effectiveness in generating new ideas, techniques or solutions with practical applications.
- b. Respond positively to new beginnings, attitudes, behaviours, and/or changing technologies and demographics.
- c. Invite challenge and challenge others in a positive manner, promote and try new ideas and encourage colleagues to think boldly to implement new ways of doing business.

2. Exceptional Performance/Service Excellence

Recognizes outstanding commitment to the Public Service and workplaces that deliver outstanding performance. This includes nominees who:

- a) Offer solutions resulting in improvements to government-wide systems or processes.
- b) Deliver exceptional performance on an ongoing basis, which goes above and beyond the normal expectations and requirements of their position.
- c) Show outstanding commitment to complex projects or ongoing activities.

3. Leadership/Organizational Excellence

Recognizes outstanding leadership that presents a role model for the Public Service through leadership and cross agency collaboration, resulting in improved organizational productivity and improved provision of services. This includes nominees who:

- a) Inspire a shared vision by creating for others an ideal and unique image of what the organization can become.
- b) Inspire and enable others through a spirit of collaboration, trust, human dignity and recognition of individual contributions.
- c) Model the way by creating standards of excellence and setting an example for others to follow.

4. Partnerships

Recognizes effective team projects or initiatives that enhance Government programs or services. This includes nominees who:

- a) Achieve improvements in the level of inclusion and communication between the public service and its clients and/or communities in the development of government policy, processes or decisions.
- b) Increase the access of citizens and communities to government services and policy processes.
- c) Implement improvements in services that strengthen and enhance the social infrastructure of the NWT.

5. Inclusion and Traditional Knowledge

Recognizes teams and individuals that distinguish, celebrate, promote and/or incorporate cultural inclusion as well as honour the long-standing traditions and practices of the North and its diverse population into Government programs or services. This includes nominees who:

- a) Take proactive steps to ensure a more inclusive GNWT that embraces both visible and non-visible aspects of individuals' identities.
- b) Respect, honour, preserve and maintain traditional knowledge, innovations and practices of Indigenous and local communities, by incorporating these into government practices and services.
- c) Lead in modelling inclusive behaviours that empowers everyone to contribute to an environment of listening, openness, authenticity, trust and respect to better serve the diverse residents of the NWT.

5.3 APPLICATION OF SELECTION CRITERIA

- The selection committee determines which of the program criteria were best reflected in the nomination.
- Nomination forms must be completed in full to be considered. Incomplete forms will not be considered for this recognition award.
- Selection is based solely on merit.
- Decisions are based on information provided by the nominators. Outside knowledge the selection committee has of an individual will not be considered.

6. PROGRAM CAPACITY

The Premier's Awards are available at a maximum of three (3) awards, per category, per year.

For nominations with team members including Excellence – Team, Collaboration and Indigenous Partnership, team member lists will be limited to 10 key members.

7. PROGRAM DURATION

The Premier's Awards are awarded annually.

8. NOMINATION PROCESS

The following illustrates the steps involved in processing Premier's Awards nominations:

1. A nominator must submit a Premier's Award nomination during the official nomination period, using the nomination form available on the Department of Finance website.
2. After the nomination period closes, all nominations are reviewed by a Review Committee (RC), consisting of individuals recommended by Secretary to Cabinet.
3. Nominations that fulfill the Nomination Guidelines are screened in for further evaluation and rating. The RC then evaluates and rates all qualified nominations.
4. Based on the rankings resulting from the RC evaluations, the RC recommends the award recipients to the Deputy Ministers Committee, who then makes final recommendation to the Premier.
5. The Premier determines the Premier's awards recipients.
6. Award recipient names are made public once awarded.

9. PROGRAM COSTS

Costs associated with administering the Premier's Awards are supported by the Department of Finance. Costs for travel to any awards events are the responsibility of the recipient's Department, Agency, business, or organization.

10. ROLES AND RESPONSIBILITIES

The Department of Finance is responsible for the administration of the Premier's Award Recognition Program.