

## Secretary of State's Award for Corporate Excellence Nomination Form

- **Company Being Nominated:** Clearly identify the company name specific to the country for where it is applying. (Note: This name will be the one used on the award should the company win.)
- **Award Category:** Identify which category the nomination is for.
- **Embassy Contact Information:** Please provide an embassy POC that can be available for any questions regarding this process.
- **Point of Contact at the U.S. headquarters of the Company Being Nominated (e.g., VP of Operations, CSR director):** Full name, title, email address and phone number.
- **Nomination Executive Summary:** Provide a three to five sentence “elevator pitch” on what the company has done to stand out and why it should be considered for this year’s Award for Corporate Excellence in a respective category. Use examples or data when possible. For examples, see the 2019 ACE media note announcing the winners: <https://www.state.gov/winners-for-the-2019-secretary-of-states-award-for-corporate-excellence/>. **Please note, this information may appear publically if the company is announced as a winner.**
- **Company Profile** (500 words or less)
  - Give a summary of the company (examples: industry, country location(s), number of employees, core customers, reputation and history of engagement in the country). (300 words or less)
  - Nominations should identify size – as an MNC or an SME. *Note: Companies with revenue less than \$1 billion will be eligible for the Small and Medium Enterprise award.*
  - Give a brief summary of the company’s economic performance in the country over the past five years.
  - Within the specific country, how does the company create shared value – “doing well by doing good”? This should focus on how the corporate headquarters policies and procedures are implemented and how the country team goes above and beyond and should not simply be about philanthropy in the country.
  - Note: Posts are encouraged to give due consideration to women-owned enterprises.
- **Justification: Why does the company deserve to receive this award?** (entire section should not exceed 1500 words)
  - **Strategic Priorities:** What is the specific initiative the nomination will feature? Describe the top strategic priorities (no more than three) the company focuses on to deliver shared value. The priorities should tie areas such as social, ethical, environmental, community, practices to key business priorities such as

products and services, manufacturing and production, supply chain, procurement, governance, risk, and compliance, R&D, marketing, or government relations among others. It is recommended to describe less than three strategic priorities, but not more.

- **Strategic Business Alignment:** How do the strategic priorities listed above align with the company's overall business strategy?
  - **Strategic Management:** Describe the company's resources, strengths, and/or processes that have been brought to bear to be a responsible steward of the strategic priorities listed above. Describe how strategic priorities have been integrated into the day to day operations of the business. Is this initiative required by host country law?
  - **Executive Leadership:** How have corporate leaders participated in the company's activities? Has the leadership in country gone above and beyond the call of duty? If so, how?
  - **Proof of Positive Impact:** Share the results, metrics, and/or stakeholder statement that show a positive difference is being made for both the business and society. Summarize the results.
  - **Execution:** Explain the activities/policies/events that are making a difference; if challenges have arisen, how have they addressed them?
  - **Lessons Learned:** Are there lessons learned from this initiative (or the operation overall)? (150 words or less)
- **Additional Information**
    - **Public Private Partnerships:** Generally or relating to the specific project specified in the nomination, is the company a member of public-private partnership or multi-stakeholder initiative that the U.S. government is also a member of (e.g. the Extractives Industry Transparency Initiative, the Voluntary Principles on Security and Human Rights)?
    - Nominations should include any legal, public image, financial, or other concerns connected with the company's operations in the country that should be known to decision-makers (optional but encouraged; not part of score).