

From:

**Lt Cdr (Retd) A Pringle MCGI**  
Chief of Staff  
Director Youth and Cadets



**Reserve Forces' and Cadets'  
Association  
for Greater London**

**See Distribution**

September 2024

### **GREATER LONDON AWARDS - DEPUTY LIEUTENANTS' CERTIFICATES**

1. Deputy Lieutenants' (DL) Certificates are presented to outstanding young people who are members of a uniformed youth group in Greater London. The aim is to give suitable recognition to the achievements of these young people and to create an awareness of their contribution within the community. This award is designed to **recognise the best young people in each organisation in each borough**. The Rules and Selection Process is at Enclosure 1.
2. Citations must be submitted on the proforma provided at Enclosure 2 and returned to the Youth Secretary at GL RFCA **by 31 January 2025 at the latest**. Please submit nominations electronically. Those submitting the nominations must ensure that the citations submitted are well written, accurate and most importantly highlight why this young person merits this award.
3. If there are any questions, please contact the Youth Secretary, Donna O'Halloran via [gl-offcadets@rfca.mod.uk](mailto:gl-offcadets@rfca.mod.uk).

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Enclosures:

1. Rules and Selection Process.
2. Nomination proforma.

**Reserve Forces' and Cadets'  
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**Distribution:**

Action:

London Area Office Sea Cadet Corps for Area Officer and Operations Manager  
All London Army Cadet Force Sectors for Commandants and Deputy Commandants  
London & South East Region RAF Air Cadets for Assistant Regional Commandant  
All RAF Air Cadets for Wing Officers Commanding with units within Greater London  
All CCF Contingent Commanders (via SO2 Cadets)  
Fire Cadets for YOU London Board member  
St John Ambulance for YOU London Board member  
Volunteer Police Cadets for YOU London Board member  
Boys' Brigade for YOU London Board member  
Girls' Brigade for YOU London Board member  
Scouts for Regional Commissioner London (also YOU London Board member)  
Girlguiding LaSER for YOU London Board member  
Jewish Lads & Jewish Girls Brigade for YOU London Board member

Information:

External:

All Representative Deputy Lieutenants  
All Representative Councillors  
MSSC for Captain Sea Cadets  
HQ London District for Colonel Cadets and SO2 Cadets  
London & South East Region RAF Air Cadets for Regional Commandant  
YOU London Chairman  
YOU London Coordinator  
All YOU London Development Workers

Internal:

Chairman  
Chief Executive  
Dep Chair Tri Service Cadets Committee  
Head of Communications  
All Cadet Executive Officers

# GREATER LONDON DEPUTY LIEUTENANTS' CERTIFICATES

## RULES AND SELECTION PROCEDURE

### Background

1. In 1984, the Lord-Lieutenant of Greater London agreed to a scheme to award Deputy Lieutenants' (DL) Certificates to outstanding cadets of the Sea Cadet Corps, Army Cadet Force and RAF Air Cadets in each borough. In 2015, the award of certificates was extended to include the Combined Cadet Force and in 2018 to include all 12 uniformed youth organisations of YOU London.

### Aim

2. The aim of this award is to recognise the achievements of the best young people in each borough in each of the YOU London organisations and to create an awareness of their contribution within the community.

### Award details

3. The Representative DL presents framed DL Certificates - provided by the Greater London Reserve Forces' and Cadets' Association (GL RFCA) - annually within each borough, either during a visit to a unit/group, at a joint presentation with the Mayor or at any other suitable occasion during the year.

### Eligibility

4. A young person should belong to a uniformed youth group in a London borough, but special arrangements can be made for an award involving a unit/group outside the London metropolitan boundary but within the M25.

5. The question to be asked of a unit/group is **Who is the best young person you have in your unit/group and what have they achieved?**

### Qualifications and standards

6. Differences between organisations make it impracticable to stipulate the qualifications required for an award, but candidates are expected to be worthy representatives of their organisation, assessed on professional performance, personal qualities, social responsibility and other achievements in fields such as education, sport and the Duke of Edinburgh's Award.

7. All candidates should be aged 15 years on 31 January in the year of nomination and have held a position of responsibility in their units/groups.

### Number of awards

8. It is expected that there will be a couple of awards for each organisation in a borough, but this may be exceeded where there are several units/groups from the same organisation. It is accepted that some boroughs will not always have a candidate of sufficient standard, but this should be the exception.

### Recommendation and selection

9. Recommendation and selection is left to the judgement of unit/group leaders and supervisors. They should complete the first page of the attached form electronically **highlighting the skill set and why a young person/cadet merits this award and why they are special (in pen picture form)**. The form should be passed up their command structure before being submitted to the regional organisation for final comment. The Representative DL may wish to be brought into the selection procedure at this stage. Finally, the forms should be submitted electronically to GL RFCA to [gl-offcadets@rfca.mod.uk](mailto:gl-offcadets@rfca.mod.uk) by **31 January 2025**.

10. GL RFCA will then send the recommendations to the appropriate Representative DL for final approval before providing the framed certificates.

**RECOMMENDATION FOR A DEPUTY LIEUTENANTS' CERTIFICATE**

<b>Organisation</b>	
<b>Name in full</b>	
<b>Rank (if applicable)</b>	
<b>Unit / group</b>	
<b>Location</b>	
<b>Borough</b>	
<b>Date joined organisation</b>	

**Record of achievements with the unit/group to include why he/she is recommended.**

.....  
Signed

.....  
Date

Name and Role/Rank in Organisation.....

**Senior Leader/Officer recommendation**

.....  
Signed

.....  
Date

Name and Role/Rank in Organisation.....

**Regional level recommendation (where appropriate)**

.....  
Signed

.....  
Date

Name and Rank/Role in Organisation.....

Contact Number and Email of Organisation Lead .....

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