



# Making Peer Panel Nominations

2017

Guidelines for Nominators

## **Guidelines for making nominations to the Arts Council peer panel list**

The key values on which the peer-panel list rests are expertise, diversity and comprehensiveness. The Arts Council is committed to equality and diversity, and our aim is for the panel nominees to reflect this. In order to facilitate the creation of representative and balanced panels, we are looking for nominees with a range of expertise and experience, including genres and subgenres across the artforms. We are also committed to including international nominations in order to ensure the widest variety of expertise possible.

### **Selection criteria**

- Recognised expert knowledge and track record of a particular artform and/or arts practice, including contextual knowledge of artform/discipline.
- A minimum of three years' relevant professional arts expertise and experience. Individuals currently in undergraduate or postgraduate education are not considered eligible. By professional arts and expertise we mean that although they might not earn income continuously or exclusively from their arts practice, they must identify themselves and be recognised by their peers as professional practising artists.
- People who are currently practising.

### **Conflict of interest**

You must not nominate anyone with whom you have a direct conflict of interest – e.g. a close personal or professional connection with the nominee such as familial relationships, personal partnerships, formal or informal business partnerships, personal friendships, etc. An 'interest' is either 'pecuniary' or 'non-pecuniary' – i.e. it can be either financial or non-financial in nature.

### **Data protection**

Permission must be sought from the nominee before providing the Arts Council with the name and ARN of the nominee.

### **Process**

1. The nominator will nominate suitable candidates based on the selection criteria.
2. The nominator will contact the nominee to invite them to be part of the nomination process. The nominator will send to the nominee the nomination invitation provided by the Arts Council.
3. If the nominee is in agreement, they will forward their ARN to the nominator.

4. The nominator will collate the ARNs and names of the nominees and email them to the Arts Council.
5. The Arts Council will contact the nominees to invite them to submit details about their practice.
6. The nominees will provide their details to the Arts Council. These details will be reviewed against the nomination criteria. They will firstly be reviewed by arts team/artform managers, then by the Arts Council executive, and finally by Council.
7. Nominees will be contacted by the Arts Council with the outcomes of the process.

Once nominations are submitted, all future communication in relation to the process will be from the Arts Council directly to the nominee.