



Association Incorporated under S21  
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## memo

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**To:** EXCO and SERVCO  
**From:** HR Department  
**Date:** 17 March 2010  
**Subject:** Aurum Awards 2009

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We would like you to invite your staff to nominate individuals whom they believe to have applied the Aurum Values best in their conduct towards their work, colleagues and clients. The recipient of the award will be Aurum's Ambassador for the next year and as such will be assigned duties to represent and promote Aurum at key events and to conduct a motivational tour of Aurum sites.

*Remember that our Values are:*

- **Respect**
- **Integrity**
- **Excellence**
- **Teamwork**
- **Innovation**

**Who Qualifies?** All Aurum employees, excluding those that served on EXCO in 2009-2010 and those that were seconded full-time to other organisations.

**What do you need to do?** Using this memo as an introduction, we recommend that you ask your team to use a ballot system to nominate their candidates with a brief justification. Shortlist within your team's allocated numbers, those candidates that received the most nominations and compile the reasons for their selection as the most deserving candidate for the Aurum Award. Complete a nomination form for each candidate and submit the forms to Mohamed Badat in HR, [mbadat@auruminstitute.org](mailto:mbadat@auruminstitute.org), by no later than ***Friday, 9 April 2010***.

*To seek, to find, to share, to care*

Please limit your nominations from each team to the following numbers:

- **Support Services, i.e. Finance, HR, IT and Facilities:** 2
- **Thibela TB Research:** 3
- **HIV and other TB Research & Clinical Trials (Klerksdorp, Rustenburg, Tembisa):** 3
- **Prevention programmes (Emthonjeni, Workplace):** 3
- **Treatment programmes, incl. Dr Charalambous' team (PEPFAR):** 4

***What process will be followed?*** All submitted nominees will be reviewed by Exco and the top 5 invited for a panel interview where a winner will be selected. Whilst only one person can win the Grand prize, all submitted nominees will be acknowledged and rewarded.

We look forward to receiving your nominations!

Kind regards

**Petra Kruger**  
**Acting HR Director**