

CIHT Awards 2024

Entry Guide



Introducing CIHT Awards 2024

The CIHT Awards is an annual global competition that provides the work you are most proud of with the international recognition it deserves. The awards celebrate your innovative work, what it takes to be the best and the incredible benefits your work and the highways and transportation sector bring to society.



Your role is to produce incredible work, our role is to celebrate best practice, promote your professionalism and give it the biggest stage.

To support your entries we have developed this guide which includes advice from the judges, award category descriptions, criteria and eligibility to boost your chance of success.

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At a glance

If your organisation currently works in the highways and transportation sector there is no obstacle to enter;

- ✔ The awards are free to enter
- ✔ No project too big or too small
- ✔ 13 categories to showcase your work and enhance your brand reputation
- ✔ Entries can be from any location*
- ✔ Entries are open to every organisation working in the sector, whether a CIHT partner or not*
- ✔ Entries can be submitted by anyone whether a CIHT member or not
- ✔ Eligible projects can be entered for as many categories as appropriate
- ✔ An organisation can also enter as many distinct eligible projects as they wish for a category
- ✔ Entries are judged by impartial expert judges with a diversity of experience and opinion

*Eligibility for the Bus Centre of Excellence Awards are only for organisations, projects and individuals based in England.

 Dates	 Contacts
Entries open: 8 January 2024	Awards enquiries: awards@ciht.org.uk
Deadline for entries: 4 March 2024	Award ceremony enquiries: conferences@ciht.org.uk
Shortlist announced: 23 April 2024	Sponsorship enquiries: ben.sellers@thinkpublishing.co.uk
Awards ceremony: June 2024	Entry website: www.ciht.org.uk/awards24

How to enter

All entry submissions must be made online via the online entry portal at:

www.ciht.org.uk/awards24

12 Reasons to enter the CIHT Awards

Benefits of entering

- Every entry is read not only by the judges but by members of the CIHT editorial, policy and event teams. Therefore, every entry is not only considered for the awards but for future content, events, roundtables, white papers and other incredible PR opportunities
- The entry represents your organisations achievements and gives you a platform to tell your story which we can then showcase to our network of leaders, budget holders and decision makers in the sector

Benefits of being shortlisted

- Every shortlisted entry will be highlighted in the website, on social media and in Transportation Professional magazine and is given dedicated space in the CIHT The Work section.
- Every shortlisted and winning entry will receive logos to include on websites and tenders to attract new business
- Showcase your work and brand to a global audience of current leaders, decision makers and the future leaders of the sector
- Opportunity to highlight your organisation's commitment to the services and expertise you provide
- Demonstrate you are a leader in the sector and have confidence in what you do
- Stand out from the crowd with amazing PR opportunities
- Every shortlisted entry will be read by the CIHT senior management team putting your work and organisation at the heart of the CIHT decision making process

Benefits of winning

- Every winner will be featured in the website, on social media, in Transportation Professional magazine, provided with branding for tenders and given amazing PR opportunities
- Receive independent recognition of your achievement by some of the most respected professionals in the sector which makes winning a fantastic accomplishment
- Enhance your brand reputation as the award provides a sign of quality for potential clients, sub-national transport bodies and investors

Award Categories

- ★ 1. Infrastructure
- ★ 2. Research
- ★ 3. Technology and Innovation
- ★ 4. Road Safety
- ★ 5. Equality Diversity and Inclusion
- ★ 6. Creating Better Places
- ★ 7. Sustainability
- ★ 8. Decarbonisation
- ★ 9. Team of the Year
- ★ 10. Collaboration
- ★ 11. Bus Centre of Excellence Bus Initiative of the Year
- ★ 12. Professionalism
- ★ 13. Bus Centre of Excellence Bus Person of the Year

Eligibility

For categories 1-10, all companies, organisations, activities and projects worldwide within the highways and transportation sector are eligible.

For category 11 all companies, organisations, activities and projects in England within the bus sector are eligible.

For categories 1-11 your work needs to have been live at some point between 01/01/2022 and 01/01/2024 and address all judging criteria.

Categories 1-8 & 11 use the same 5 question structure with an additional unmarked executive summary.

Please note that categories 9 and 10, Team of the Year and Collaboration, follow a similar 5 question structure with an unmarked executive summary, but with specific questions relevant to the category.

Category 9: The team should comprise of 5 or more persons and must operate within the

highways and transportation sector. We expect the team to be working for a single organisational entity.

Category 10: We expect collaboration to be between different organisations within the highways and transportation sector and / or other sectors.

For categories 12 & 13, these are award categories to recognise the achievements of individuals.

For category 12: This award is open to nominated CIHT members throughout highways and transportation.

Category 12: This award is open to nominated CIHT members throughout highways and transportation. The nomination can be made by either a CIHT member or non-member. You cannot nominate yourself.

For category 13: This award is open to nominated individuals within the bus sector in England. You cannot nominate yourself.

Entry Rules

- ✔ You are the owner of all intellectual rights in your entry or have all necessary consents from all other owner(s) of intellectual rights in your entry
- ✔ Entries must be received no later than the published deadline date
- ✔ All submissions must be made online
- ✔ All entries must be supplied and conform to the category rules and submission formats
- ✔ Work entered into more than one category must be treated as a completely separate entry, we encourage you to address the different criteria for each category you are submitting your entry
- ✔ The judges' decision is final
- ✔ Due to the number of entries received, we cannot give feedback on individual entries.
- ✔ By entering these awards, you give the organisers the right to share, publish and otherwise use the entry in all media and CIHT Policy and Technical publications
- ✔ The evidence contained in the submission must be correct and you can provide further details if required
- ✔ The organisers reserve the right to verify that all entries have been produced for a client or for the public where relevant

What should be included in an entry?

- ✔ A high resolution, 300 dpi, version of your company logo. If your project involved more organisations, please provide their logos as well
- ✔ Your entry should not exceed the word limit
- ✔ An executive summary of the activity. The summary will not be scored but will be used as an aid by judges and will appear on the website and promotional material if you are nominated. Tell people why your entry is so good and why it is worth further attention
- ✔ Supporting material: photographs, videos and/ or other graphic images that illustrate your projects and, where possible, the outcomes is encouraged
- ✔ At least one photo or image provided should be in high resolution, 300 dpi, for potential reproduction in promotional material

How to boost your chance of success

What makes a GREAT entry	What makes a GOOD entry	What makes a BAD entry
<ul style="list-style-type: none"> ✔ Succinct and compelling ✔ Quantitative and qualitative evidence ✔ Passion for the submission 	<ul style="list-style-type: none"> ✔ Have clearly addressed all the criteria ✔ Have focused the entry clearly to the category ✔ Have provided clearly evidence of benefits, from external sources ✔ Written in a way that makes it easy to understand for those not familiar with the details of your work ✔ All parties involved signed up to the entry 	<ul style="list-style-type: none"> ✔ Using previous case studies or other awards entries without adapting ✔ Not addressing all the criteria ✔ No evidence presented of the benefits ✔ Using out of date evidence ✔ Coming across as a sales pitch

In their own words: What the judges are looking for

- | | |
|---|---|
| <ul style="list-style-type: none"> ✔ Entries that clearly answer the questions being asked ✔ A well written, clear and logical submission that is easy to understand ✔ Strong evidence of a well defined problem and the development of an appropriate and reasonable solution ✔ Clearly defined and documented solution that explicitly addresses the cause of the defined problem, with quantitative or qualitative evidence of outcomes ✔ Clear evidence of success ✔ A clear articulation of the intended outcome and the rationale behind the chosen solution, compelling evidence demonstrating | <ul style="list-style-type: none"> stakeholder engagement and support, and a thorough presentation of how challenges and opportunities were identified and effectively addressed ✔ Evaluation, monitoring and continuous improvement based on feedback demonstrating value for money and opportunities for wider application ✔ Replicability - an entry that demonstrates something that could be rolled out more widely within our industry, together with a willingness to share learning for the wider benefit ✔ An entry that demonstrates value and viability (commercially and technically) |
|---|---|

11 tips for writing a successful entry for the CIHT Awards

Review the guidelines

- ✔ Entry criteria and entry rules are provided on the individual awards pages at www.ciht.org.uk/awards24 and within this guide. This will enable you to keep focused and ensure you not only meet the requirements of the judges but also give you the greatest chance of success

Do not be intimidated

- ✔ There is no obstacle to enter, no project too big or too small, start your entry today. We have made the application process as easy as possible to enable you to showcase your work as effectively as possible. No trick questions. Nothing to catch you out. Whether you represent a small company or a global corporation each application has the same simple questions and judged by the same criteria

A single project can be many things

- ✔ It is important that you find the right category or categories for your entry. Some entries might be eligible for several categories; however, you must write a separate entry for each entry and make sure that you address the brief and criteria for each award category

Start your application as soon as possible

- ✔ Get the admin out of the way so you can see how easy it is to apply. You can save and return to your application at any point before the closing date on the 4 March 2024

Has the work been done already for you?

- ✔ Perhaps you already have an existing case study, report or presentation produced on this work that you can adapt for your entry

Keep it focused

- ✔ Focus on addressing the assessment criteria. Don't just complete your entry with the contents of existing sales and marketing materials without addressing the criteria

Start gathering the information you need to answer the criteria for the award(s)

- ✔ You might also need to contact your colleagues, making it clear exactly what you need them to provide and setting a deadline for when you need this well in advance of the Awards' closing date on the 4 March 2024 deadline

Tell a story: beginning, middle and end

- ✔ Our award criteria lets you write your entry in this way enabling you to provide a clear structure and narrative for your entry

Support with facts and evidence

- ✔ It is not enough to say that you have improved results etc. Provide quantitative and qualitative evidence to show real results

Provide further context

- ✔ You are encouraged to upload additional images, videos or PDF's. While this is not part of what is judged, it can provide judges with a better picture of your work and bring it to life if presented clearly and succinctly

Get a second opinion

- ✔ Before submission, circulate the entry to those involved with the work for their feedback. It is also a good idea to get someone who is not familiar with the work, or even with the profession, to read the entry as they will not take any information for granted. Were their key takeaways the same as you intended? Others will often be able to spot important points that are missing from the entry text. Revise your text to accommodate the feedback

CIHT Award Descriptions 2024



1. CIHT Infrastructure Award

This award recognises exceptional engineering solutions that have delivered creative and resilient infrastructure. From good asset management and maintenance to the construction of bridges, tunnels and other civil engineering infrastructure, this award recognises both small and large schemes projects that have showcased civil engineering in the best way possible. The judges will be looking for entries that can demonstrate how the infrastructure brings public benefit, as well as clear demonstration of how social value is embedded in the scheme.

Entries can include (but not limited to):

- ✔ Infrastructure and civil engineering projects
- ✔ The use of asset management principles that have improved outcomes for organisations and the infrastructure



2. CIHT Research Award

This award looks to recognise an outstanding piece of research in the highways and transportation sector and looks to improve the industry by addressing a specific problem. The

research project should have outlined clear targets, with structured research methods and be a unique piece of work that has been well communicated to the wider sector.



3. CIHT Technology and Innovation Award

This award recognises innovation in the industry, such as new technology, products, processes, and services that have positively impacted an organisation, industry and society. The innovation can apply to any aspect of the highways and transportation sector. Judging will consider the national and international impact of the entry and how applicable it is across the highways and transportation industry.

The entry could explain how the innovation has contributed to:

- ✔ Positive impact on projects, scalability and integration with other elements of the highways and transportation sector
- ✔ Employee or customer satisfaction
- ✔ Better use of materials and resources
- ✔ Sustainability, decarbonisation and resilience
- ✔ Services or working methods



4. CIHT Road Safety Award

The Road Safety Award, in memory of John Smart, recognises outstanding achievements which improve road user safety through excellent practice, design and technical application.

The award welcomes both technical and educational/training/publicity projects, which can demonstrate the quantifiable effects of the project either through measurement, monitoring or description. Road safety initiatives, schemes or products that contribute to casualty reduction are welcomed for this award, particularly where they provide outputs that can be widely applied.



5. CIHT Equality, Diversity & Inclusion Award

This award recognises employers or individuals that have implemented (or been involved in) an EDI (Equality, Diversity, Inclusion) initiative of merit.

The overall judging will consider how the EDI initiative has been implemented, what steps have been taken in its creation and the measures used to monitor meaningful progress, including strong evidence of:

- ✔ Stakeholder engagement
- ✔ Clarity of aims & objectives
- ✔ The accessibility of the EDI initiative
- ✔ Lessons learnt during implementation
- ✔ Tangible outcomes
- ✔ The scalability and replicability of the initiative
- ✔ Alignment to CIHT's themes of climate action, EDI and professionalism, e.g., how your initiative enables climate innovation and resilience

The EDI initiative should have made a positive contribution to the organisation, industry and society. The judges will also be looking for how well the initiative(s) have been embedded in the organisation and evidence of culture change. As there has been a positive shift beyond a business case level of understanding of EDI, entries should focus on specific initiatives rather than high level and general EDI strategies.



6. CIHT Creating Better Places Award

This award recognises how outstanding design and implementation of schemes in towns, cities and rural areas improve the places around them and create places for people.

This award recognises those schemes or projects that have created new places or altered existing places and have demonstrated how the changes have;

- ✔ Supported an increase in active travel
- ✔ An inclusive environment
- ✔ Ease of movement for all users
- ✔ Improved the safety and health of the public
- ✔ Improved the quality of the place where the scheme is situated
- ✔ Environmental, social and economic benefits

When scoring, judges will be looking at how the entry demonstrates sustainable places, inclusive design, active travel, resilience, green and blue infrastructure, or other relevant areas. Therefore, it is important to highlight any of these components in your entry.



7. CIHT Sustainability Award

This award recognises projects, schemes, products, or strategies delivered or developed by the highways and transportation industry that can demonstrate a contribution to sustainable development. The judges of this award will be looking for entries that show a clear commitment to one or more of the United Nations Sustainable Development Goal(s) and demonstrate environmental benefits with either a global or local impact.

Example UN Sustainable Development Goals include (but not limited to):

- ✔ Goal 9 - Industry, Innovation, and Infrastructure: Build resilient infrastructure, promote inclusive and sustainable industrialisation and foster innovation;
- ✔ Goal 11 - Sustainable Cities and Communities: Make cities and human settlements inclusive, safe, resilient and sustainable;
- ✔ Goal 13 - Climate Action: Take urgent action to combat climate change and its impacts



8. CIHT Decarbonisation Award

This award recognises projects, schemes, products, and strategies that can demonstrate the delivery of a significant reduction of greenhouse gas emissions.

The judging of this award will look for examples of reduction arising from the movement of people and goods or from design, construction, operation & maintenance, and decommissioning of transport infrastructure.

The entry can also address how the initiative's implementation has also delivered wider financial, economic, and social benefits.

The entry must show that the organisation has provided leadership and vision in taking climate action.

Examples of entries (but not limited to):

- ✔ Product innovation and development that enables decarbonisation
- ✔ Reducing the need to travel or enabling high levels of modal shift to active travel and public transport
- ✔ Organisations that have created and implemented ambitious decarbonisation strategies and targets above and beyond industry standards
- ✔ Infrastructure projects that have delivered significant carbon reduction, in particular those that have eliminated or significantly reduced the need for construction works



9. CIHT Team of the Year Award

This award celebrates the achievements of teams who have demonstrated professionalism and have been able to adapt and work effectively under the challenges posed in the highways and transportation sector. Entries are welcome from the public, third, private and education sector. The team should comprise of 5 or more persons and must operate within the highways and transportation sector. We expect the team to be working for a single organisational entity.

Entries must demonstrate excellence in the following areas:

- ✔ How team working has delivered improved outcomes
- ✔ How teamwork helped to achieve a clear result or outcome
- ✔ The integration of CIHT values - Professional, Inclusive, Collaborative and Progressive



10. CIHT Collaboration Award

The Collaboration Award recognises the importance of effective relationships with other organisations and/or sectors to deliver real solutions and recognises those that have shown dedication to working together.

Entrants will explain how collaborative working added value to the project outcomes and what role it played in enhancing relationships and engagement. Submissions should focus on the key activities undertaken to stimulate and promote collaboration, the methods and practices adopted, and the outcomes achieved.

Entries can be single projects and schemes or wider programmes of work and strategies to support and improve collaboration.



11. Bus Centre of Excellence - Bus Initiative of the year Award

This award recognises outstanding initiatives within the field of bus transportation that have made a significant positive impact in England. Initiatives can range from innovative technology implementations to strategic planning and community engagement. Judges will be looking for entries that can demonstrate:

- ✔ **Innovation:** The extent to which the initiative demonstrates creativity, originality, and forward-thinking in addressing challenges or improving services within the bus transportation sector.
- ✔ **Impact:** The measurable and positive effects of the initiative on the efficiency, sustainability, and overall performance of bus services, as well as its influence on the community and stakeholders.
- ✔ **Collaboration:** The degree of collaboration and engagement with relevant stakeholders, including government bodies, communities, and industry partners, to ensure a holistic and effective approach.

- ✔ **Scalability:** The potential for the initiative to be replicated or expanded to other regions, showcasing its adaptability and scalability for broader impact.
- ✔ **Sustainability:** Consideration of the environmental, social, and economic sustainability of the initiative, reflecting a commitment to long-term benefits for both the transportation system and the community.



12. CIHT Professionalism Award Supported by Kier

This award looks to recognise those individuals in the sector that have demonstrated professionalism in the work that they do. Entrants will demonstrate how they maintain and develop professional ethical expertise and deliver a safe and effective service for all.

This will be awarded to a member of CIHT who has shown awareness of and engagement with the issues facing the sector and through their actions as a role model has delivered positive change for the profession and society. The award is a celebration of the successful role models progressing the profession through professionalism and innovative thinking.

Eligibility

- ✔ This award is open to nominated CIHT members throughout highways and transportation.



13. Bus Centre of Excellence - Bus Person of the Year

This award acknowledges an individual's exceptional contribution within the bus transportation sector. The winner of the Bus person of the Year Award will be invited to join the Bus centre of Excellence's Advisory Board for a year.

Judges will be looking for entries that can demonstrate:

- ✔ **Influence:** The extent to which the individual has made a significant impact on the development, improvement, or advocacy of bus-related initiatives, policies, or services.

- ✔ **Innovation:** Innovative thinking and the implementation of strategies that contribute to the advancement and efficiency of bus transportation.
- ✔ **Community Engagement:** Active engagement with the community and stakeholders, fostering positive relationships and addressing the needs and concerns of passengers and residents.
- ✔ **Professionalism:** Adherence to high standards of professionalism, ethical conduct, and dedication to the advancement of the bus transportation industry.

Eligibility

- ✔ This award is open to nominated professionals that have impacted the bus sector with their work.

Enter the CIHT Awards today at
www.ciht.org.uk/awards24

Criteria & Question Structure for Categories 1-8 & 11

- ★ Infrastructure
- ★ Research
- ★ Technology and Innovation
- ★ Road Safety
- ★ Equality Diversity and Inclusion

- ★ Creating Better Places
- ★ Sustainability
- ★ Decarbonisation
- ★ Bus Centre of Excellence -
Bus Initiative of the year Award

Categories 1-8 & 11 use the same 5 question structure and criteria with an additional unmarked executive summary.

All companies, organisations and projects worldwide within the highways and transportation sector are eligible to enter the categories.

To enter the categories, your work needs to have been live at some point between 01/01/2022 and 01/01/2024 and address all judging criteria. In addition, for the judges to be able to properly assess how the entry has led to achieving the benefits intended, at the time of entry, it should have been fully implemented or open to use for a period of at least 6 months and no earlier than 01/01/2022.

This will enable you to provide data and evidence that can demonstrate the projects' positive impact, results and benefits to users.

Executive summary - (max 100 words) (not scored)

Provide us with an overview of your entry. Be clear, concise and tell us why your work is worth further attention.

1. Objective - What was the objective of your project? (200 words) (10 Points)

Provide us with a clear definition of the outcomes your entry was trying to achieve and why. Focus on describing the context in which it took place, the issues or challenges it was trying to solve and how these were impacting transport and society.

Focus on aligning with the description for this specific award.

2. Strategy - Describe your plan to achieve your objective. Tell us why you did what you did and what the insights that inspired your approach were (Max 300 Words) (10 Points)

Tell us about how you decided to solve the problem you have identified in section 1 and why your approach was the best solution. Provide the insights that inspired your approach and made it innovative, creative and unique.

The judges will reward applications that can demonstrate:

- ✔ A clear explanation of your entry
- ✔ A logical explanation of why this option was chosen as the best solution
- ✔ How were priorities and key performance indicators set?

3. Implementation - How has this work been delivered? (Max 250 Words) (10 Points)

Please describe the key milestones for the successful implementation of the work (e.g. planning, design, delivery, risk management, possible unforeseen circumstances and how you managed them).

Include a description of how you made sure that all relevant stakeholders were engaged in the implementation phase. The judges are particularly interested in how challenges and opportunities have been identified and addressed.

4. Results - What have been the results and wider impacts? (Max 250 Words) (10 Points)

Please describe the results of your work providing quantitative and qualitative evidence.

The judges will reward applications that can demonstrate through quantitative data:

- ✔ If and how you have delivered the outcome you were trying to achieve
- ✔ How you have performed against the criteria required for this category
- ✔ How you ensured long term value/use of your project

5. Alignment - to CIHT's Values (Max 200 Words) (10 Points)

Judges will award additional marks to applications that can demonstrate CIHT's values:

- ✔ **Professional:** high-performance, impartial and striving to do the right thing in a fair and responsible way;
- ✔ **Inclusive:** ensures accessibility and values equality, diversity and inclusion;
- ✔ **Collaborative:** engages with all relevant stakeholders, supporting common interests for social good;
- ✔ **Progressive:** ambitious and innovative, committed to positive change

Criteria & Question Structure for Category 9 (Team of the Year)

The team should comprise of 5 or more persons within a single organisational entity and must operate within the highways and transportation sector. We expect entries to provide details of a project that the team has worked on to showcase their work as a team.

To enter the Team of the Year category, your work as a team needs to be active at some point between 01/01/2022 and 01/01/2024 and address all judging criteria.

In addition, for the judges to be able to properly assess how the entry has led to achieving the benefits intended, at the time of entry, the project should have been fully implemented for a period of at least 6 months and no earlier than 01/01/2022. This will enable you to provide quantitative and qualitative examples of the team's positive impacts on the outcomes of the project, organisation's culture and values and lessons learned to take forward for future projects.

Executive summary - (max 100 words) (not scored)

Provide us with an overview of your entry. Tell us why this project showcases your work as a team and how working as a team enhanced the success project. Tell us what makes this team stand out. Be clear, concise and tell us why your work is worth further attention.

1. Objective - What was the project, what was its goal and what was the role of the team in delivering that goal? (250 words) (10 Points)

Provide us with a clear definition of the objectives your entry was trying to achieve and why. Tell us how team roles were agreed and team goals set.

Tell us what you were looking to achieve and any targets that have been set within the organisation to help achieve your goals. We recommend showing objectives as quantifiable metrics.

Judges will be looking for entries that can explain what principles were used to collaboratively develop the work and set the targets of the project.

2. Delivery - As a team how has this work been delivered? (Max 250 Words) (10 Points)

Please describe the key milestones for the successful implementation of the work.

Focus on the methods and practices adopted within the team, including management and communication within the team.

The judges are particularly interested in the steps taken to ensure contribution from all members, continuity, commitment to process and staff development.

Tell us how challenges were faced as a team and how you overcome them.

3. Results - What have been the results and wider impacts? (Max 250 Words) (10 Points)

Please describe the results of your work providing quantitative and qualitative evidence.

The judges will reward applications that can demonstrate through key performance measures:

- ✔ If and how you have delivered the outcome you were trying to achieve
- ✔ How you delivered value for money
- ✔ How teamwork improved efficiency

And any results to challenges faced which were highlighted in the Delivery section of this entry.

4. Lessons learnt - How did the teamwork improve the value and outcomes of the project? (max 250 words) (10 Points)

Please tell us how the teamwork made the activity successful.

Focus on:

- ✔ How it has improved communication
- ✔ How it has improved the organisation
- ✔ How it has improved staff development
- ✔ What lessons and competences have been learnt for future projects
- ✔ How these lessons will be taken forward

5. Alignment - to CIHT's Values (Max 200 Words) (10 Points)

Judges will award additional marks to applications that can demonstrate a contribution to CIHT's values:

- ✔ **Professional:** high- performance, impartial and striving to do the right thing in a fair and responsible way;
- ✔ **Inclusive:** ensures accessibility and values equality, diversity and inclusion;
- ✔ **Collaborative:** engages with all relevant stakeholders, supporting common interests for social good;
- ✔ **Progressive:** ambitious and innovative, committed to positive change.

Criteria & Question Structure for Category 10 (Collaboration)

We expect collaboration to be between other organisations and/or sectors. Entries can be single projects and schemes or wider programmes of work and strategies to support and improve collaboration.

Executive summary - (max 100 words) (not scored)

Provide us with an overview of your entry. Tell us how collaboration between teams from different organisations has enhanced the success of the project. Tell us how this project showcases successful collaborative practices between organisations. Be clear, concise and tell us why your work is worth further attention.

1. Objective - What was the project, what was its goal and what were the roles of the different teams in achieving that goal? (250 words) (10 Points)

Provide us with a clear definition of the roles performed by the team(s) from different organisations and why they were essential for achieving the goals of the project. Focus on how the contribution of each team was valuable to the success of the project.

Judges will be looking for entries that can explain what principles were used to collaboratively develop the work and set the targets of the project.

2. Delivery - How has this work been delivered? (Max 250 Words) (10 Points)

Please describe the key milestones for the successful implementation of the work.

Focus on the methods and practices adopted, including management and communication with stakeholders.

The judges are particularly interested in the steps taken to ensure contribution from all members, continuity, commitment to process and commitment to collaboration.

3. Results - What have been the results and wider impacts? (Max 250 Words) (10 Points)

Please describe the results of your work providing quantitative and qualitative evidence.

The judges will reward applications that can demonstrate through key performance measures:

- ✔ If and how you have delivered the outcome you were trying to achieve
- ✔ How you delivered value for money
- ✔ How collaboration improved efficiency

4. Evaluation and Improvement - How did collaboration improved the activity? (max 250 words) (10 Points)

Please tell us how collaboration make the activity successful.

Focus on:

- ✔ How relationships changed and improved over time
- ✔ What the impacts on the different organisations are
- ✔ What the lessons and competences have been learnt for future projects
- ✔ How these lessons will be taken forward

Judges will be interested in understanding how engaging with different organisations improved the management, workflow and outcomes of the project.

5. Alignment - to CIHT's Values (Max 200 Words) (10 Points)

Judges will award additional marks to applications that can demonstrate a contribution to CIHT's values:

- ✔ **Professional:** high- performance, impartial and striving to do the right thing in a fair and responsible way;
- ✔ **Inclusive:** ensures accessibility and values equality, diversity and inclusion;
- ✔ **Collaborative:** engages with all relevant stakeholders, supporting common interests for social good;
- ✔ **Progressive:** ambitious and innovative, committed to positive change.

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Criteria & Question Structure for Category 12 (Professionalism)

Supported by Kier

Executive summary - (100 words) (unmarked)

Provide us with a brief introduction of your nomination. Tell us how the person you are nominating is a key example of professionalism and why they are a successful role model for everyone in the sector. Be clear, concise and tell us why this CIHT member deserves to be celebrated.

1. Professionalism - (250 words) (10 points)

Tell us how the person nominated has consistently demonstrated personal values and working practices that are a credit to the highways and transportation sector.

Judges will reward nominations that can demonstrate how the person has used their expertise and knowledge to improve their work or specific project or initiative.

2. Innovation - (250 words) (10 points)

Please describe how the person nominated has used innovative approaches, working practices or technologies to enhance their work. Judges will be interested to see evidence about innovative approaches to team management, project planning and implementation.

3. Role model - (300 words) (10 points)

Tell us how your nomination has provided an example to peers or colleagues in terms of working practices, attitude and giving back to the sector.

Judges are particularly interested in knowing why this person has demonstrated successful leadership and team building.

4. Measurable success - (300 words) (10 points)

Tell us how the person you are nominating has delivered clear benefits and can demonstrate personal development to enhance their ability to succeed in future. We are also interested in how this person has built and developed their professional relationships with key stakeholder and company's members.

Judges will reward nominations that can provide evidence of success through quantitative data, key KPIs relevant for the award category.

Criteria & Question Structure for Category 13 (Bus Centre of Excellence - Bus Person of the Year)

The National Bus Strategy created the Bus Centre of Excellence (BCoE), funded and co-sponsored by the Department for Transport, enabling the delivery of a long-term programme of activities and support to the bus sector. In partnership with the DfT, CIHT delivers the BCofE, working closely with sector stakeholders to deliver an asset that is run by the industry for the industry. See also category 11 Bus Centre of Excellence – Bus Initiative of the Year

Executive summary - (100 words) (unmarked)

Provide us with a brief introduction of your nomination. Tell us how the person you are nominating is a key role model in the bus sector and an example of professionalism. Be clear, concise and tell us why this professional deserves to be celebrated.

1. Professionalism - (250 words) (10 points)

Tell us how the person you are nominating has consistently demonstrated high professional values and working practices that are a credit to the bus sector. Judges will reward entries that can demonstrate how the person has used their expertise and knowledge to improve and advance the bus transportation industry.

2. Innovation - (250 words) (10 points)

Please describe how the person you are nominating has used innovative approaches, working practices or technologies to enhance their work. Judges will be interested in seeing evidence about innovative approaches to team management, project planning and implementation that contributed to the advancement and efficiency of bus transportation.

3. Role model - (300 words) (10 points)

Tell us how the person you are nominating is an example to peers or colleagues in terms of working practices, attitude and giving back to the sector. Judges are particularly interested in knowing how this person has made a significant impact on the development, improvement, or advocacy of bus-related initiatives, policies, or services.

4. Measurable success - (300 words) (10 points)

Tell us how the person you are nominating has delivered clear benefits and can demonstrate personal development to enhance their ability to succeed in future. We are also interested in how this person has built and developed their professional relationships with key stakeholder and company's members. Judges will reward entries that can provide evidence of success through quantitative data, key KPIs relevant for the award category.

About CIHT

Chartered Institution of Highways & Transportation (CIHT) is a charity, learned society and membership body with 12 UK regions and a number of international groups.

CIHT represents and qualifies professionals who plan, design, build, manage, maintain and operate transport and infrastructure.

The Chartered Institution of Highways & Transportation
119 Britannia Walk, London N1 7JE

t: +44 (0)20 7336 1555 e: info@ciht.org.uk w: www.ciht.org.uk

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Membership



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Bus Centre of Excellence



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