



**THE CHARTERED INSTITUTION OF HIGHWAYS AND
TRANSPORTATION
NORTH WEST REGION**

GUIDELINES FOR SUBMISSION OF ENTRIES FOR CONSIDERATION FOR AWARDS

General Guidelines

1. Entry is free.
2. Awards will be presented in seven categories as described below (although there will be two Awards in the Project of the Year category), and each entry must clearly explain how it meets the criteria specified.
3. Entrants may state the Award category for which the submission is being made, and individual entries may be submitted for more than one Award. However, entrants should note that the judges reserve the right to consider submissions in categories other than that for which they were initially made.
4. Submissions should be concise and must include a 1000-word maximum Executive Summary of the project or initiative. They should be illustrated where necessary and may be supported by supplementary material (e.g. further explanatory text, illustrations, plans, results of studies etc) presented on a CD/DVD, but these will be viewed at the judges' discretion. Whilst it will be preferable to receive submissions in electronic (Microsoft Word or PDF) format, paper copies will be accepted. You must also include a single high-resolution photograph which will be incorporated into any Award Certificate you may receive.
5. Electronic submissions must be made to Barry Heaps at:

barry.heaps@oaklandsconsulting.net
Paper submissions must be made to:
Barry Heaps
8 Oaklands
St James Road
Rainhill
Merseyside
L35 0QY
6. The closing date for submissions is Friday, 22nd March 2024.
7. Judges must be allowed reasonable access to request further information, visit the project, or interview the entrants, if appropriate.
8. Entries will be accepted from owners, clients or direct stakeholders, working in highways and transportation in a public, private or voluntary capacity. The example must have been introduced in practice since 1st January 2022 or, for example, if it is a piece of research or new product, have demonstrable and practical application.
9. Entries which do not meet the criteria or which are not submitted in the requested format will not be considered.
10. Entries will be assessed by an independent judging panel drawn from senior Members of the North West Region.
11. A short-list of entries will be created by Tuesday, 2nd April 2024. Following this the judges may request further information from short-listed entrants or choose to visit entries, as applicable.
12. Winners of the North West Region Awards will be announced at the Annual Awards Dinner which will take place on Thursday, 18th April 2024.
13. All material submitted will be treated as available for publication in the Region's awards-related articles and promotional materials developed for the Awards, unless otherwise copyright protected.

14. Submissions will not be returned.
15. If there are any questions regarding the above guidelines, please get in touch with either Barry Heaps or Alex Parkin via the following email addresses: barry.heaps@oaklandsconsulting.net or aparkin@pellfrischmann.com

Guidelines for the Project of the Year Award

These Awards are aimed at projects which are outstanding examples of projects that demonstrate a contribution to the mobility of the community in the North West. There will be two Awards in this category: for small projects up to a value of £5m, and for larger projects over £5m in value.

The judging criteria will be:

- Benefits to the community and to the environment (e.g. energy savings, level of recycling, percentage of sustainable resource or material used)
- Implementation and delivery (management, operation, communications, training and safety)
- Consultation with Stakeholders
- Planning and design – including robustness of partnership working
- Sustainable procurement
- Enterprise and ingenuity
- Quality of Construction
- Objectives met

Guidelines for the Environmental/Sustainability Award

This Award recognises projects, products, policy initiatives or strategies delivered by the highways and transportation industry that can demonstrate a contribution to sustainable working and living in the region.

The judging criteria will be:

- Environmental benefits
- Innovation
- Objectives met
- Planning
- Sustainable Procurement
- Implementation
- Best value and cost benefit

Guidelines for the Safety and Well-Being Award

This Award recognises projects and policy initiatives or strategies that have contributed to either safety improvements in the highways and transportation industry or to the improvement of the health and well-being of an organisation's workforce. It will also address the elimination of harm to ensure alignment with current health, safety and well-being practices. Safety improvements can address casualty reduction and improved safety for all users, including pedestrians. Initiatives for the enhancements of well-being can deal with physical, emotional, social, spiritual or intellectual matters, aimed, for example, at personal welfare, morale and productivity improvements.

The aim of the Award is to identify, share and celebrate good practice. The judging criteria will be:

- Research into the issue/s
- Innovation
- Quality of the solution
- Evaluation of results
- Success to date
- Potential future benefits or enhancements

Guidelines for the Best Practice Award

This Award is to recognise and encourage imaginative concepts and excellence within the highways and transportation industry where a marked positive benefit has been achieved and a 'best in class' performance has been demonstrated. It can relate to design, construction, management, product development or any other facet of the industry.

The judging criteria will be:

- Enterprise and ingenuity
- Implementation
- Performance measures
- Wider implementation potential
- Benefit to the innovator
- Cost/economic benefit

Guidelines for the Emerging Professional Award

This award recognises an emerging professional who has shown great potential and achievement in our industry. The judges are looking for the person that has best demonstrated a positive impact in the field of highways and/or transportation in the North West Region and who is making an exceptional contribution to their workplace. The aim of the Award is to celebrate individual excellence and potential in transportation planning and/or civil engineering within the highways or transportation sector. Applicants can nominate themselves or others for this award and all applicants must be members of the Institution.

All applicants must be in employment in the Highways and Transportation sector within the North West and have less than 10 years experience.

The judging criteria will be:

- **Commitment:** applicants need to demonstrate their commitment to personal development and progression within the industry;
- **Contribution:** applicants need to show they have made an outstanding contribution to their workplace – in particular, areas or projects where they have exceeded expectations and made a positive impact on their business or a project. For example on sustainability, inclusivity, equality, innovation, safety or diversity.
- **Success:** applicants need to demonstrate inspirational levels of achievement and attainment, and that they have made an impact on their organisation or their role in any project, making reference to any attributes they display that point to future leadership and success.

Guidelines for the Apprentice of the Year Award

This award is to recognise and celebrate an Apprentice who is making an impactful difference to the highways and transportation industry in the North West and is an achiever in the industry. Those entering for this Award must be Apprentice Members of CIHT. The term Apprentice for this Award could mean Trainee Technician, or other job title: the job title, in itself, is not relevant but the applicant must:

- Be in full-time employment in the highways and transportation sector within the North West Region
- Be working on day or block-release, or have completed it in the last twelve months.
- Be working towards Professional Registration.
- Have less than 5 years experience in the highways and transportation sector.

The judges will consider those who have made a difference to the organisation that they work in, and to the wider industry, and the judging criteria will include :

- **Managing Change** - how has the Apprentice embraced the challenge of a demanding work placement and study programme in the changing landscape of highways and transportation since the apprenticeship commenced.
- **Commitment and Contribution** - has the Apprentice gone above and beyond what would be expected in the individual's role on one or more specific projects and initiatives. This may also include commitment to personal development and progression.
- **The Future** - what attributes does the Apprentice have that will achieve future success in the highways and transportation industry: this may include STEM activity, or the embracement of activities to tackle the Climate Emergency.

Guidelines for the EDI Award

This award recognises employers or individuals that have implemented (or been involved in) an EDI (Equality, Diversity, Inclusion) initiative of merit in the North West. The initiative can be as part of a wider project for the highways and

transport sector, or it can be a workplace initiative implemented. The overall judging will consider how the EDI initiative has been implemented, what steps have been done in its creation and the measures used to monitor progress, including:

- Stakeholder engagement
- Clarity of aims & objectives
- The accessibility of the EDI initiative
- Lessons learnt during implementation

The EDI initiative should have made a positive contribution to an organisation, the industry and the society of the North West. The judges will also be looking for how well the initiative(s) have been embedded in the organisation and for evidence of culture change.